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EDISON JUNIOR COLLEGE



ECC / USF LEARNING RESOURCES
8099 College Parkway, S.W.
P. O. Box 06210
Fort Myers, FL 33906-6210



GENERAL CATALOG

EDISON JUNIOR COLLEGE

Cypress Lake Drive
Fort Myers, Florida 33901

Serving Charlotte, Collier and Lee Counties

1971 - 1972

Volume Nine

Cover and Photographs
by
Earl Mullins, Photographer

1972

SEPTEMBER

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COLLEGE CALENDAR 1971-72

ECC/USF LEARNING RESOURCES

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SESSION I

August 6	Last day for Pre-Registered Students to pay their fees.
August 16-27	Testing, orientation, advisement, registration of all full-time students BY APPOINTMENT. Room E103.
August 18	Last day to apply for full-time admission for Session I. 6:30 P.M. - 8:30 P.M. — Registration for part-time and evening students who have not already pre-registered.
August 24	Faculty Orientation.
August 26	Late testing for full-time students, 9:00 A.M., Room B101. Late testing fee of \$5.00.
August 27	9:00 A.M. - 4:00 P.M. — Open registration by appointment for new and returning students and part-time and evening students. Last date to apply for graduation at end of Session I.
August 30	Classes begin for Session I. Late registration fee of \$5.00.
August 31	Last day to change program of classes. Last day to enter classes.
September 3	(Friday, 5:00 P.M.) Labor Day recess begins.
September 7	(Tuesday, 7:00 A.M.) Classes resume.
September 13	Last day to withdraw with refund of fees.
October 18-21	Mid-Session Examinations.
October 22	Advisory grades due from instructors.

November 24	(Wednesday, 10:00 P.M.) Thanksgiving Recess begins.
November 29	Advising by appointment for Session II begins (full-time and part-time students).
November 29	(Monday, 7:00 A.M.) Classes resume.
December 13-16	Final Examinations.
December 17	Final Grades due from instructors. (Friday, 5:00 P.M.) end of Session I.

SESSION II

December 17	Testing BY APPOINTMENT for new full-time students, Session II. Last date to apply for full-time admission, Session II.
January 3	Advisement and Registration for returning students by appointment. Late testing by appointment for new full-time students, 9:00 A.M., Room B101. Late testing fee of \$5.00.
January 4	Orientation and advisement for new full-time students, Room B-101. 6:30-8:30 P.M. — Registration for part-time and evening students who have not pre-registered.
January 5	9:00 A.M. - 4:00 P.M. — Open registration for new full-time students, returning full-time students, and part-time and evening students. Last day to apply for graduation at end of Session II.
January 6	Classes begin for Session II. Late registration fee of \$5.00.
January 7	Last day to change program of classes. Last day to enter classes.
January 19	Last day to withdraw with refund of fees.
February 28 — March 2	Mid-Session Examinations.

March 3	Advisory grades due from instructors.
March 27	Advising by appointment for Session III, IV, and I begins (full-time and part-time students).
March 30	(Thursday, 10:00 P.M.) Easter Recess begins.
April 4	(Tuesday, 7:00 A.M.) Classes resume.
April 6	Honors Convocation (11:00 A.M.) — All faculty and students required to attend.
April 17-20	Final Examinations.
April 21	Final grades due from instructors. (Friday, 5:00 P.M.)
April 23	(Sunday, 8:00 P.M.) Graduation. (Mandatory attendance for Faculty and Graduates). End of Session II.

SESSION III

April 21	Testing BY APPOINTMENT for new full-time students, Session III, Room E103.
April 25	Orientation and advisement for new full-time students, Session III, Room B101. Advisement and Registration for returning full-time students by appointment. 6:30 - 8:30 P.M. — Registration for part-time and evening students who have not already pre-registered.
April 26	9:00 A.M. - 4:00 P.M. — Registration by appointment for new full-time students, part-time and evening students, and returning full-time students.

Last date to apply for graduation at end of session III.

April 27	Classes begin. Late registration fee of \$5.00.
April 28	Last day to change program of classes. Last day to enter classes.
May 10	Last day to withdraw with refund of fees.
May 22	Advisement by appointment for Session IV and I begins (full-time and part-time students).
May 24	Mid-Session Examinations.
May 26	Advisory grades due from instructors.
May 30	(Tuesday, 10:00 P.M.) Memorial Day. Recess begins.
June 1	(Thursday, 7:00 A.M.) Classes resume.
June 14-15	Final Examinations.
June 16	Final grades due from instructors. (Friday, 5:00 P.M.) End of Session III.

SESSION IV

June 16	Testing BY APPOINTMENT for new full-time students, Session IV.
June 19	Orientation and advisement for new full-time students, Session IV. Advisement for returning full-time students by appointment. 9:00 A.M. - 4:00 P.M. — Registration for new full-time students, returning full-time students, and part-time and evening students. Last day to apply for graduation at end of Session IV.
June 21	Classes begin. Late registration fee of \$5.00.
June 22	Last day to change program of classes. Last day to enter classes.

June 30	(Friday, 6:00 P.M.) July 4 Recess begins.
July 5	(Wednesday, 7:00 A.M.) Classes resume. Advisement by appointment for Session 1 begins (full-time and part-time students).
July 6	Last day to withdraw with refund of fees.
July 19	Mid-Session Examinations.
July 21	Advisory grades due from instructors.
August 9-10	Final Examinations.
August 11	Final grades due from instructors. (Friday, 5:00 P.M.) End of Session IV.



— A visit by the late Gov. Charles Edison —

PHILOSOPHY AND PURPOSE

"If a nation expects to be ignorant and free, in a state of civilization, it expects what never was and never will be." — Thomas Jefferson, 1816.

Our society is committed to the belief in the value of each individual; he should have the freedom and opportunity to develop his potential to its utmost capacity, achieving self-fulfillment. We believe that only in a dynamic, democratic society can this truly occur. The strength of this society must be measured, at least in part, by the ways in which the individual can participate and share in the socio-economic and cultural spheres of that society. This dynamic democratic society can be maintained by the individual only with a comprehensive understanding of the forces which are exerted upon him and those which are to be used by him as a responsible participating member of society. Thus, in a complex and rapidly changing democratic society, the education of all individuals is a necessity, if that society is to endure. In this educational process, opportunity for the pursuit of truth and educational enlightenment must take into account, so far as our understanding and means will permit, individual strengths, needs, capacities, aspirations, and attitudes.

The purpose of a community junior college, must be to provide the variety of learning experiences that the individual and his society require. The institution must seek to make the individual more acutely aware of the needs of a dynamic democratic society, to encourage his intellectual curiosity, to develop his capacity for critical and reflective thinking, and to help him see clearly the necessity for his concern and involvement in human affairs.

With a firm belief in its philosophy, purpose, and legal commitment, Edison Junior College has established the following:

1. Programs of courses that parallel the first two years of degree programs in four-year colleges and universities.
2. Programs for students who do not plan to complete a four-year degree program, but who can profit from a two-year program of general education, semi-professional education, or specialized education in certificate and degree programs beyond the high school level.
3. Programs which enable students to enrich their lives socially, intellectually, and culturally.
4. Leadership, as an educational and cultural center, in serving the developing needs of the three-county area.

ACCREDITATION MEMBERSHIP

Edison Junior College is part of the Florida state system of public junior colleges, and is accredited by the State Department of Education and the Southern Association of Colleges and Schools.

Edison Junior College is also a member of the American Association of Junior Colleges and the Florida Association of Public Junior Colleges.

HISTORY

Edison Junior College was authorized by the 1961 Florida State Legislature and the Advisory Committee for the College was appointed by the Governor on August 30, 1961. On the same date, the Lee County Board of Public Instruction passed a resolution establishing Edison Junior College. The counties of Charlotte, Collier and Lee participated in the operation of the College through Junior College Advisory Committee. The first president, Dr. Charles E. Rollins, was appointed January 17, 1962, and assumed his duties on March 1, 1962. The first students entered Edison Junior College in the fall of 1962.

The College moved to new quarters on a permanent campus in June of 1965, and Dr. David G. Robinson was inaugurated as Edison's second and current president September 14, 1965.

On July 1, 1968, the Edison Junior College Advisory Committee became the District Board of Trustees of Edison Junior College, the governing board of the institution. All three counties served by the college are represented on the Board, the membership appointed by the governor and confirmed by the senate.

PHYSICAL FACILITIES

The Board of Public Instruction of Lee County made the buildings of the Andrew D. Gwynne Institute available for use by the College as a temporary facility until permanent buildings were constructed. The new buildings, occupied in June of 1965, include twenty-one general classrooms, three science laboratories, two teaching auditoriums, a language laboratory, student food and lounge facilities, library, and faculty and administration offices. The eighty-acre college campus is off Cypress Lake Drive, which is located between McGregor Boulevard and Route 41, approximately eight miles south of the center of Fort Myers.

Edison Junior College has completed Phase III of its building construction program, which means that the Learning Resources Center has been constructed. The Learning Resources Center houses the library, faculty offices, administrative offices, a large teaching auditorium, and a multi-media resources area.

The college is currently in Phase IV of its building program, involving the construction of additional physical education facilities.



ADMISSION POLICY

GENERAL

1. No person shall be admitted as a student who shall have been arrested for or formally charged with the unlawful possession or sale of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate, as defined in Chapter 70 - 362, Laws of Florida, so long as proceedings remain pending.
2. No person who has been adjudicated guilty of any charge specified in paragraph 1 above shall be admitted as a student for a period of one year following the adjudication of guilt.
3. No person shall be admitted as a student who shall have been arrested for, formally charged with or adjudicated guilty of any felony during the pendency of the criminal proceedings or for a period of one year after an adjudication of guilt.

The exception to the above policy will be those students admitted as special students in the rehabilitation program of the prison system.

REQUIREMENTS

I. Full-Time Students (12 Credit Hours or More)

1. Students who hold a valid secondary school diploma from an accredited secondary school and are approved by the college administration.
2. Students who have successfully passed the General Equivalent Diploma examination and are approved by the college administration.

II. Part-Time Students – Credit (Less than 12 Credit Hours)

1. Students who hold a valid secondary school diploma from an accredited secondary school and are approved by the college administration.
2. Students who have successfully passed the General Equivalent Diploma examination and are approved by the college administration.
3. Part-time students intending to change to full-time status at their next registration must notify the Admissions Office of their intention prior to registration and furnish such additional items as requested to complete their student record.

III. Part-Time Students – Audit

Students who have gone through the registration procedure with approval of the instructor of the audited course.

IV. Transfer Students

1. Students who are eligible to return to the institution of origin may be admitted to Edison Junior College upon presentation of their transcript and approval of the college administration.
2. Students who are not eligible to return to the institution of origin must petition for admission to Edison Junior College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.
3. Transfer students with less than an overall 2.0 (C) grade point average according to Edison Junior College computation must have their application and transcript(s) reviewed by the admissions committee before final admission can be given. Transfer students admitted to Edison Junior College with less than an overall 2.0 (C) grade point average will be placed on academic warning.

4. Students transferring to Edison Junior College are accepted on the basis of a grade point scale at Edison Junior College rather than the grade point scale at the previous institution.
 5. Transfer credit will be given only for those courses in which a grade of "C" or better was attained, with the exception that Edison Junior College will accept "D's" from accredited members of the State University System of Florida or the State Community College System of Florida as transfer credit applicable to the graduation requirements of either the A.A. degree or the A.S. degree. Edison does not guarantee transferability of any "D" work taken here or elsewhere to other Florida institutions.
 6. Transfer students who are admitted on academic warning can be given no assurance that a senior institution will later accept the courses which are satisfactorily completed here. The senior institution will make its own decision relative to admission and validation of work previously taken.
 7. Transfer students are not required to present a high school transcript if a record of high school credits is on the transcript from the previous institution.
 8. Health and physical education credit is granted a transfer student if the transferring institution grants a grade and credit hours for that course.
 9. The health and physical education requirement for graduation from Edison Junior College may be fulfilled or partially fulfilled by transfer of a grade and no credit hours. Additional credit hours must be completed at Edison Junior College to make a total of 64 hours which are required for graduation.
 10. Transfer students must achieve an overall grade point average of 2.0 including work undertaken at previous institutions in order to graduate from Edison Junior College.
 11. Any student in his initial session at Edison Junior College must achieve a grade point average of 2.0 by the end of 12 credit hours or be placed on academic warning.
 12. A notarized affidavit of *legal residence* must be filed.
- V. **Special Student**
- A student of demonstrated academic ability who does not meet the regular requirements for admission, but is recommended by an EJC counselor and approved by the Director of Admissions. This category may include:
1. Adult students admitted by appropriate test score.
 2. High school students admitted part time or in summer school by arrangement with their high school principal and counselor who are taking courses for credit.

3. High school students admitted as in # 2 but for non credit.

VI. Students from Unaccredited and Foreign Institutions

1. Students from unaccredited secondary institutions will be accepted and placed on probation until they have obtained an overall grade point average of 2.0 at the completion of their first 12 hours of academic work.
2. Students who have graduated from a foreign secondary school but whose records are unobtainable for political reasons may be admitted by special permission of the college administration.
3. Students transferring to Edison Junior College from unaccredited institutions of higher education will be admitted in full standing. However, no course work taken or GPA earned at the unaccredited institution will be transferred to Edison Junior College or used in the GPA for graduation from Edison Junior College.

EVALUATION OF TRANSFER CREDIT

In the evaluation of transfer credit, consideration will be given for differences in hour requirements on the basis of the intent of the general education requirements at Edison Junior College. For example, a student may transfer to Edison Junior College with two sessions of English completed with four credit hours. (*The Edison Junior College general education requirement is two sessions of English with six credit hours.*)

EARLY ADMISSIONS

Edison Junior College subscribes to a policy of early admission under the following conditions:

1. The applicant has completed the junior year of high school.
2. The applicant has recommendations from his high school principal and a counselor.
3. The applicant is interviewed and approved by an Edison Junior College counselor.

GUIDED STUDIES PROGRAM

It is recognized by the Edison Junior College that there is a wide range of abilities and aptitudes served by the community college. Many students apply for admission to college with weaknesses in their educational and environmental background. These weaknesses can often be identified by test results.

A program of guided individual studies has been instituted by the college in an effort to serve the needs of all the students of the community. Students with educational weaknesses as evidenced by

their high school record, test score, and personal interviews will be assigned to work in clinics designed to further identify and correct, when possible, weaknesses in mathematics, English, reading, and study habits.

CREDIT IN ESCROW

High school students with demonstrated ability may be admitted part-time or in summer school by arrangement with their high school principal and counselor. All credits earned prior to graduation will be held in escrow until the student has graduated from high school and attended one session at Edison Junior College, at which time full credit will be recorded on the transcript.

CLEP

Edison Junior College also participates in the College – Level Examination Program offered by the College Entrance Examination Board and grants credit for satisfactory scores in the five general examinations and selected subject matter examinations. For further details, contact the counseling centers at the college.

ADVANCED PLACEMENT

In order to provide greater flexibility and opportunity for able youth to move ahead with their education, Edison Junior College participates in a state-wide program of advanced placement with local high schools. The following policy will apply to the Edison Junior College education testing service advanced placement program:

- a. Scores of 5, 4, and 3 will be accepted for credit, such credit to be assigned by the Admissions Officer in terms of the entrance policies of Edison Junior College.
- b. Scores of 2 will be referred to appropriate division chairman for recommendations concerning possible waiver and/or credit.
- c. No credit will be allowed for scores of 1.
- d. Four-year state institutions will accept placement credit for scores of 3, 4, and 5 included in transcripts from Edison Junior College. Scores of 2 included in transcripts will have credit handled by the state universities as in b. above by Edison Junior College.

PROCEDURE IN APPLYING FOR ADMISSIONS AS FULL-TIME STUDENT

A full-time student is enrolled in 12 or more credit hours of course work and must:

1. Secure an application blank from the Admissions Office of

Edison Junior College. Freshmen or transfer applicants must complete this application no later than two weeks before date of registration. A \$5.00 application fee must accompany application.

2. Request from your high school or colleges attended that a transcript be sent directly to the Admissions Office of Edison Junior College as soon as possible. Applicants previously attending more than one college must request transcripts from each to be sent to the Admissions Office. Failure to report previous attendance at a college(s) may result in immediate dismissal.
3. Complete affidavit of residency if applicable and have health certificate completed by a physician and sent to Admissions Office.
4. Upon receipt of all the above items, registration, advisement, and testing appointments will be made for those students approved for admissions.

College credit will not be given to any student failing to provide the following by the calendar date of the last day to enter classes:

1. Transcripts of both high school and/or colleges attended.
2. Health certificate.
3. Photograph.
4. Payment of all fees.
5. Completion of School and College Ability Test (S.C.A.T.)
6. Social Security number.
7. Photostatic copy of military discharge if applicable.
8. Notarized affidavit of Florida residence if applicable.

OUT-OF-STATE STUDENTS

Applicants for admission to Edison Junior College who have graduated from high school outside the State of Florida are required to present the results of a recognized standardized testing program. This test may be School and College Ability Test (College administered), Scholastic Aptitude Test, or American College Test. The results of these tests will determine admission.

ADMISSION AS PART-TIME STUDENT

A part-time student is enrolled in less than 12 credit hours of course work and may attend either day or evening classes. College

credit will not be given to any student failing to provide the following within two weeks of the first evening class date:

1. Complete application for admission.
2. Transcripts from high school and/or all colleges attended.
3. \$5.00 application fee.
4. Social Security number.
5. Notarized affidavit of Florida residence if applicable.
6. Photograph.

REQUIREMENTS FOR GRADUATION

Edison Junior College offers two degrees: the Associate in Arts and the Associate in Science.

1. The Associate in Science degree is job-oriented, and in order to receive this degree the student must complete at least 64 credit hours of prescribed course work in accordance with the published college brochure for the particular program he is following. General Education requirements vary with each terminal-technical program leading to the A. S. degree, as do the total number of hours in each program.
2. In cooperation with the 26 other public junior colleges in Florida, Edison Junior College confers the Associate of Arts degree as its transfer degree. In order to receive the Associate in Arts degree, 42 credit hours must be earned in general education courses and 22 credit hours in electives. Students must follow the general education course guide below in planning their required courses:

<i>Courses</i>	<i>Credit Hours Required</i>
ENG 101-102	6
SPE 105	3
<i>Humanities:</i>	6
HUM 205 and HUM 206 or	
HUM 205 or HUM 206 and any three hours from the	
following:	
ART 105, HUM 125, HUM 225, LIT 205, LIT 206,	
MUS 105, PPY 205, TAR 105	
<i>Social/Sciences (must be chosen from two areas):</i>	12
ANY 105	
HIS 101-102-201-202	
GOV 205-206-208	
SOC 106-107-205	
SSC 105	
PSY 105-215-216-217-255	
ECO 201-202	
EDU 205	

<i>Natural Sciences (must be in sequence):</i>	8
BIO 101-102	
CHEM 211-212	
PHY 111-112 or 231-232	
SCI 101-102	
GLY 101-102	
MTH 105 or higher	3

HPE 155JC–185JC and 255–256JC (HPE 206 required for students who are exempt from the required HPE courses)	4
HPE is not required for those students who receive waivers because of age and/or military service.	
Electives not listed above	22
Total credit hours	64

3. The student may not earn more than 25% of the credit hours required for graduation through nonresidence work. No more than one-half of the 25% by nonresidence can be earned by foreign study hours.

In order to receive either of the above degrees, the student must accomplish the following additional requirements:

1. Apply for graduation at the time of advisement for the final session of expected attendance.
2. Register in the final session for any courses not previously completed which are necessary to satisfy degree requirements.
3. Pay the graduation fee at the time of registration for the final session.
4. Maintain an overall grade point average of 2.0 (C) in all courses undertaken (for transfer students, this includes courses taken elsewhere).
5. Complete the last 24 credit hours of course work at Edison Junior College. EXCEPTION: Students who have completed 42 semester hours or more in residence at Edison Junior College may petition the college administration to complete the remaining hours required for graduation at another Florida public community college or university.
6. Fulfill all financial obligations to the college and meet all deadlines for application for graduation.
7. Attend and participate in graduation exercises.

WAIVER OF HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

Exemption can be allowed by filing a petition of exemption with the dean of students and for the following reasons:

- (1) health reasons,
- (2) married students over 24 years of age,
- (3) veterans of 20 months' active duty service,
- (4) evidence of extreme hardship.

No credit can be given for exempted classes. *Additional course work will be required.*

ACADEMIC REGULATIONS

The college reserves the right to deny admission to any applicant, to change any of the rules, courses, regulations, or charges without notice, and to suspend any student whose behavior is not in keeping with the best interest of the college.

Academic Load

A student may not take more than 17 credit hours per regular session or 7 credit hours per summer session without the written permission of his academic advisor. Although no minimum load is required, a student must take 12 hours or more during a regular session and 6 hours or more during a summer session to be considered a full-time student. Academic advisors will work closely with each student in determining the academic load the student should carry in relation to his ability and background.

Student Classification

Students enrolled for credit in the current session will be considered *Credit* students.

Students who enroll for no credit in courses which are normally offered for credit will be considered *Audit* students.

Students enrolled in Community Courses will be considered *Non-Credit* students.

Students admitted for credit but who do not meet the regular admission requirements will be considered *Special* students.

Transient Students

A student enrolling at Edison Junior College who is attending on the approval of another college or university and who intends returning to that institution will be considered a *Transient* student. An application is required and also a statement of good standing from the college to which the student is returning, and permission to enroll in certain courses at Edison Junior College. This statement must be in the student's record before registration.

Academic Warning

Any student who has not achieved an overall grade point average of 2.0 by the end of 12 credit hours of work will be placed on academic warning. If the student fails to bring his overall average up to 2.0 at the end of 24 credit hours, he will be required to work directly with the counseling office which will rigidly structure the courses he may take. The student on academic warning may continue at Edison Junior College so long as he desires to do so and shows improvement in his GPA.

Attendance

Students are expected to attend all the class periods of the courses for which they are registered. Absence from several meetings of a course results in a lower grade. As a result of excessive absence, a student may be required to withdraw from a course or from college. The determination of what constitutes "excessive absence" in any course rests with the instructor of that course.

Withdrawal

In order to withdraw from a single course, or from the college, the student must complete a request to withdraw, or drop, a course. This request can be secured in the Student Personnel Office.

The student who withdraws from a course at any time will receive a "W" in lieu of a grade in that class.

A student who ceases to attend class, or classes, without completing a formal request to withdraw from college, or from a course, will have a grade of "W" recorded on his official record.

When a "W" is received it is recorded on the permanent record and is not calculated for grade-point averages.

No student may change from audit to credit status after the close of the registration period. Courses may be dropped at any time prior to the recording of the final grades.

These policies apply to part-time, as well as full-time students, and are effective whether the student withdraws from one course, or from the college.

Summer sessions are shorter than regular sessions, and the withdrawal limitations of days are proportionately reduced.

Validity of Credits

Any full-time or part-time student has five calendar years from the date of his initial enrollment to receive his degree under the regulations of the catalog in effect when he initially enrolled. If his degree requirements are not completed during the five calendar years allotted, the student must graduate in accordance with the regulations of the catalog in effect when he is to receive his degree.

Readmission

Former students who have not been in attendance during the previous session or who have withdrawn from the college before the end of the previous session (excluding summer sessions) must submit a Returning Student Application and such other information as may be required by the Admissions Office. Any former student who withdraws with a cumulative or overall average of less than 2.0 may be readmitted on academic warning.

Grading System

The following grade symbols and grade point weights are used at Edison Junior College:

A	4 points	Excellent
B	3 points	Good
C	2 points	Average
D	1 point	Poor
F	0 points	Failing
I		Incomplete
W		Withdrew

Incomplete Grades

A student who receives an "I" must make up the deficiency within 2 calendar months or receive a grade of "W." The responsibility for making the necessary arrangements with an instructor for the removal of an "I" rests with the student concerned.

Grade Reports

After the results of the mid-session examinations are in, each student doing unsatisfactory work in any course is notified of that fact. He must then report to his instructor and faculty advisor for guidance with a view to improving his work. Final grade reports are mailed at the end of each session. The final grade is the only one that appears on the student's transcript.

Dean's List

At the end of each session the Dean of Academic Affairs will publish a list of all regular students carrying 15 or more credit hours whose session grades averaged 3.5 (B+) or above and who did not receive any grade below C.

Student Conduct

Edison Junior College expects its students to be mature and responsible citizens. Students are expected to maintain appropriate conduct, dress and personal appearance at all times, both on-campus and off-campus. The college reserves the right to suspend or expel, at any time, a student whose conduct is deemed improper or prejudicial to the interest of the college community.

All students are expected to be familiar with the rules and regulations of the college pertaining to academic affairs, social conduct, and student activities, which are published in the student hand-book and this catalog.



STUDENT EXPENSES

REGISTRATION AND FEES

Fees are payable at the time of registration. No registration will be completed until matriculation, tuition, and other required fees have been paid in full. In the event of real need, an application for loan funds may be made to the Financial Aid Officer prior to registration.

A \$5.00 application fee is required of all applicants for admission as full-time students or part-time students taking courses for college credit. The application fee must accompany the application. This fee is non-refundable and is paid only once.

Sessions I and II, Each Session

FULL-TIME STUDENTS (12 or more credit hours, maximum 17* hours.)

	<i>Matriculation Fee</i>	<i>Tuition Fee</i>	<i>Student Fee</i>	<i>TOTAL</i>
In-State	\$110.00	—0—	\$ 12.50	\$122.50
Out-of-State and Country	110.00	150.00	12.50	272.50

*Excess credit hours over 17 will be charged at the rates prescribed for part-time students.

PART-TIME STUDENTS (less than 12 hours)

	<i>Matriculation per Credit Hour</i>	<i>Tuition Fee per Credit Hr.</i>	<i>Student Activity Fee</i>	<i>Maximum Matriculation Plus Tuition Fee</i>
In-State	\$ 10.00	—0—	*	\$ 110.00
Out-of-State	10.00	14.00	*	260.00

*Part-time students may participate in student activities by paying a fee of \$6.25 per session.

Sessions III and IV, Each Session

FULL-TIME and PART-TIME STUDENTS

Matriculation and Tuition

In-State	\$ 10.00 per credit hour
Out-of-State	\$ 24.00 per credit hour

Audit Students

Students registering for credit courses for information only and not for any form of credit will be charged a registration fee in lieu of application, matriculation and tuition fees. This registration fee will be \$10.00 per credit hour of the course for which registered on an audit basis, to a maximum limit of full-time credit fees. All pertinent special fees will also be charged.

Special Fees

Bowling Class fee	\$10.00
Late Registration (date as listed in catalog)	5.00
Late Testing fee	5.00
Duplicate Transcript fee	1.00
Duplicate Student Identification Card fee	1.00
Science Laboratory fee (all science and nursing courses)	5.00
Hospitality Laboratory fees	5.00
Music fees	
Class	20.00
Individual (1 credit hour)	40.00
Individual (2 credit hours)	80.00
Graduation fee	15.00
CLEP Examination (Per credit hour attempted)	2.00

Financial Information

1. Students who do not complete their registration, including completion of financial arrangements, prior to the deadline listed in the College Calendar *ARE ASSESSED A \$5.00 LATE REGISTRATION FEE.*
2. If a student or parent wishes to make payment by check, it should be made payable to Edison Junior College.
3. Veterans in training under Public Law 550 receive an education and training allowance each month from the government. *Veterans Will Be Required To Pay All Fees On Or Before Registration.* Since the first checks are sometimes delayed, it is advisable that the veterans be prepared to meet all expenses.
4. The college reserves the right to withhold students from classes, final examinations, and graduation unless fees are paid in full. No grades, diplomas, statements of honorable dismissal, or transcript of credits will be issued until satisfactory settlement of college fees and other financial obligations have been met. This includes loans to students.
5. Limited *LOAN FUNDS* are available with a minimum service charge. Application for such funds must be made through the Financial Aid Officer.
6. The cost of books and supplies varies with the program of the student.
7. The college also reserves the right to change its fees at any time without notice.

Refund Policy *

Student activity fee is refundable only when admission is denied by the college or student withdraws before the first day of classes as

listed in the College Calendar.

Laboratory fees will be refunded when the student withdraws before the first day of classes as listed in the College Calendar.

Students who officially withdraw not later than the date listed in the College Calendar are eligible for refunds of other fees as follows:

Cancellation of course by college - - - 100% refund of matriculation, tuition and special fees.

Withdrawal before first day of classes as listed in the College Calendar - - - 100% refund of matriculation and tuition.

Withdrawal within the first five days of classes as listed in the College Calendar - - - 75% refund of matriculation and tuition fees.

Withdrawal after the fifth day and before the tenth day of classes as listed in the College Calendar - - - 40% refund of matriculation and tuition fees.

Withdrawal after the tenth day of classes as listed in the College Calendar - - - no refund.

*Above refund policy applies to full-time students --- part-time students will be refunded in accordance with the above guidelines except the first day the class meets will be used as the basis for refund.

RESIDENCE REQUIREMENTS

Florida Requirements

Unless the student (if married or twenty-one years of age, or if a minor, his parents or legal guardian) has had his place of permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-resident student and will be required to pay out-of-state fees.

Enrollment or attendance in a college or university of the State of Florida does not, in itself, entitle a student to claim Florida residence under this requirement.

General Information

The student residence status is determined at the time of his first registration and may not be changed unless an affidavit is secured from the Admissions Office, stating change of status and returned properly notarized.

Service personnel returning from an extended tour of duty are classified according to their residence at the time they entered service.

The Edison Junior College Board of Trustees may waive fees upon application for waiver and review of each case. These forms are to be obtained from and submitted to the Dean of Student Affairs.



STUDENT PERSONNEL SERVICES

GUIDANCE AND COUNSELING

Student personnel services are provided to assist the student to achieve the highest possible benefits from the academic and social programs of Edison Junior College.

Professional counseling, financial aid, and other student services are centered in the Student Personnel Office and supervised by the dean of student affairs. Services of professional guidance workers are available when necessary to assist students with personal or educational counseling and career information.

EDUCATIONAL ADVISEMENT

The Edison Junior College is convinced that close student-faculty association is consistent with learning and is of benefit to student intellectual growth and maturity.

Each student, upon acceptance to Edison Junior College, is assigned a faculty member as advisor. The faculty advisor is familiar with the college program, the area of career interest of the student, and will assist the student:

- (1) in understanding the general education program of the college,
- (2) in arranging a program of studies and schedule of classes,
- (3) in planning for long-range educational goals,
- (4) in explaining the work of the several administrative and counseling offices of the college,
- (5) in resolving difficulties encountered by the student in the educational program.

The student becomes acquainted with the faculty advisor through interviews scheduled during the college orientation program. Following the orientation period, the advisor is available to assist the student during regularly scheduled office hours. After completion of 24 hours, the student may "self-advise" if he so chooses.

TESTING SERVICES

Testing is considered an essential part of the college program. All test results are treated as confidential information and are used in the best interest of the student.

All students who have no Florida twelfth grade placement scores on file are required to complete the School and College Ability Test (S.C.A.T.) no later than one week before registration for classes. The results of this test, the Florida twelfth grade placement, and the student's high school grades are used to evaluate the student's potential ability and to help the student plan his program of studies.

The Student Personnel Office provides an extensive program of individual testing designed to meet the needs of the student. These tests are available to the student at no charge, upon his request or referral from the faculty advisor.

There will be a \$5.00 late testing fee for any student failing to attend the scheduled testing period.

UNIVERSITY TRANSFER

Students who plan to transfer to a senior institution after graduation from Edison Junior College are encouraged to consult with the counselors in the Student Personnel Office concerning an approved course of study. The student should also write to the registrar of the institution which he expects to attend for instructions concerning course work to be taken while attending Edison Junior College. A file of catalogs from various colleges and universities is located in the Student Personnel Office for the use of students who expect to transfer to a senior institution. Increasing enrollments at the senior colleges make it *imperative* for students anticipating transfer to begin a preliminary application in the fall session of the sophomore year.

PLACEMENT SERVICES

The Student Personnel Office, in cooperation with State Employment Service, assists students in securing part-time or full time work in the area served by Edison Junior College.

Students seeking part-time employment should file an application for work with the Director of Student Activities. An application should be made as soon as the student becomes interested in part-time work and the student should keep the Student Activities Office aware of his available hours.

Employment cannot be guaranteed to all who make application. The number of applications for work exceeds the number of available positions. Factors considered in determining the eligibility of students for work are grade average, skills, and needs.

Students are reminded that attending college is a full-time job. Those who are employed are urged to consider a reduction in their course load. Generally students should not work more than 15 hours per week while enrolled for a full load. The maximum number of hours that a student may work and carry 15 credit hours will be 25 hours per week.

Graduates and terminal students will be assisted in job placement upon request. References will be furnished to prospective employers of candidates as requested.

CAREER INFORMATION

A file of career information is located in the Student Personnel Office and in the Learning Resources Center for the use of students and faculty.

Students who are undecided as to their immediate or long-range vocational goals are encouraged to examine this information and may arrange to take interest, ability, and aptitude tests to help in deciding upon realistic occupational goals.

STUDENT HOUSING

The Edison Junior College does not provide or maintain housing facilities for students. The Student Personnel Office maintains a listing of rooms and apartments located near the campus, and will assist the student in finding rooming accommodations whenever possible. Any student attending the college and living away from his parents or guardian must assume responsibility for housing accommodations. The college does not assume responsibility for inspection or contract arrangements for the student.

HEALTH SERVICES

All full-time students are required to present evidence of a complete medical examination, by a qualified physician, at the time of

admission. Hospital facilities are not provided by the college. The college provides a clinic, which is supervised by a registered nurse, for consultation and first aid.

In case of illness, or accident, the student should contact the college nurse, or Student Personnel Office, as soon as possible.

VETERANS' INFORMATION

Veterans and children of veterans eligible for educational benefits should receive approval from the Veterans Administration Regional Office in advance of registration for classes. For VA application forms, certification of attendance, and assistance in handling claims, students should report to the Financial Aid Office.

FINANCIAL AID

Students are encouraged to come to the Financial Aid Office for assistance in planning the financing of their college education. A variety of funds are available to help those who, without such help, would be unable to attend college. Aid, to the extent of available funds, is awarded to full-time students on the basis of financial need, scholastic achievement, and character. Applications for assistance received after July first will be considered only if funds are available.

Work - Study Programs

Federal: Full-time students who meet federal requirements as to financial need, and who are capable of maintaining adequate grade averages, may be employed in part-time jobs to help meet expenses. These jobs are available both on and off campus as teacher's aides, clerical workers, library and audio-visual assistants, laboratory aides, and similar helpers.

Work Grant: A limited number of similar jobs are also available on campus under the EJC Work Grant Program for students who do not meet eligibility requirements of the federal program. Edison Junior College is an equal opportunity employer. Contributors to this fund last year were:

First Bank of Immokalee

The First National Bank in Fort Myers

The First National Bank of Naples

Loans

Edison Junior College Loan Fund: The college makes available a short-term loan fund to enable students to pay their fees and buy their books, up to a maximum of \$150, on the installment plan. Students desiring to make use of this service should apply to the

Financial Aid Office prior to registration. Recent contributors to this fund include:

Dr. H. J. Burnette
Caloosahatchee Chapter, D.A.R.
Canterbury School Employees in memory of Joe Bauer
William R. Frizzell Partnership, Architects
Joseph H. Goodwin Memorial
Mrs. Maybell Johnson
Kiwanis Club of Cape Coral
Lee County Association of Educational Secretaries
Dean Max G. Rieves

Law Enforcement Education Loans: Full-time students majoring in police science may apply for federal loans which can be cancelled through four years of service as law enforcement officers.

State of Florida Teaching or Nursing Scholarship Loans: Competitive examinations are given each October for students planning to pursue either of these careers in the State of Florida. For details consult high school counselors or EJC Financial Aid Office.

Florida Student Loans: For full-time students with need who are maintaining 2.0 grade average and have been legal residents of Florida for three years.

Rossie Evans Alderman Memorial Scholarship Loans for Nurses: These loans, based on need, will be cancelled if borrower practices nursing in any Lee County hospital for two years following graduation.

Federally Insured Student Loans: These long-term loans are made through area banks and other financial institutions, with certification of costs and attendance made through the EJC Financial Aid Office.

Grants

Educational Opportunity Grants: These grants are provided by the federal government for students with exceptional financial need, matching other funds awarded through the college.

Law Enforcement Education Grants: Federal grants covering fees are available to in-service law enforcement officers enrolled in credit courses useful to their careers. Applicants must agree to stay with their present employer for two years following completion of course.

SCHOLARSHIPS

Scholarships are awarded to full-time students with demonstrated scholastic ability. Donors usually specify additional stipulations regarding eligibility. For information and application forms, consult EJC Financial Aid Office. The following scholarships are currently available for Edison students:

American Association of University Women, Fort Myers Branch
Three-session fee scholarship to the Lee County girl enrolled in a transfer program who earns the highest standing on the Dean's List at the end of her first freshman semester.

American Business Women's Association of Cape Coral, Caloosa Chapter

\$100 scholarship to a freshman girl.

American Business Women's Association Charter Chapter
An emergency scholarship for Lee County Women students.

American Business Women's Association City of Palms Chapter
Two \$200 scholarships for Lee County women students.

American Legion Auxiliary Unit 90 of Cape Coral
\$150 nursing scholarship, preferably to a veteran's child.

Araba Temple A.A.O.N.M.S.

\$250 to winner of Araba Shrine Temple Beauty Contest who enrolls as full-time student at Edison.

Benevolent Order of the Ladies of the Elks, Circle No. 1

\$200 scholarship to a nursing student and \$100 to any other student in need.

Beta Sigma Phi, Beta Beta Chapter
\$50 book scholarship to a woman student.

Beta Sigma Phi, Xi Beta Nu Chapter
\$200 to a Naples student.

Mr. and Mrs. Felix C. Birch
Book scholarship to a needy student.

Bill Branch Chevrolet, Inc.

\$6,000 annually to Lee County high school graduates. \$300 scholarships are awarded to students at Edison Junior College and \$1,200 scholarships to students in the Florida state-endowed universities.

Cape Coral Women's Club

\$150 to a Cape Coral student, preferably one with financial need.

T. K. Cassel Memorial Scholarship

Donated by the Cape Coral Breeze for a Cape Coral student with outstanding scholastic and/or leadership achievements, \$250.

Charlotte High School National Honor Society

\$100 to a Charlotte High School graduate.

Church Women United in Lee County

Two \$200 scholarships to members of any Lee County church who are planning a career in any type of Christian service.

Collier County Association of Insurance Agents

Four \$250 scholarships to Collier County residents with financial need.

Conant-Bulger

\$220 to a black student.

Doris Corbin Memorial Scholarship

\$200 Scholarship to a student majoring in music.

Delta Sigma Theta Sorority

\$200 scholarship

Dick Devoe Buick-Cadillac, Inc.

\$250 to a Collier County student.

District No. 7, Florida Nurses Association – American Italian Club

\$300 to a sophomore nursing student from Lee or Collier County

District No. 7, Florida Nurses Association – Leo Engelhardt

\$300 to freshman nursing student from Lee or Collier County

Downtown Fort Myers Kiwanis Club

\$250 to a student with a B average and need.

EJC Board of Trustees Fee Waivers

A number of athletic scholarships have been established to cover matriculation and tuition fees of qualified student athletes. Application is made through the Athletic Department.

Merit scholarships are awarded to one student from each of the area high schools on the recommendation of the principals. Additional scholarships are awarded to enrolled students on the basis of need. Waivers are also awarded to the president of the student government association, the editor of the yearbook, and the editor of the newspaper. Several waivers are available for students serving as teachers' aides.

EJC Learning Resources Center Advisory Board

Scholarships to students majoring in library science or related fields.

Edison National Bank

\$200 scholarship.

Epsilon Sigma Alpha, Alpha Theta Chapter

\$100 book scholarship to a nursing student.

Epsilon Sigma Alpha, Beta Xi Chapter

\$300 to a sophomore nursing student

Epsilon Sigma Alpha, Gamma Rho Chapter

\$150 scholarship.

Everglades High School P.T.A.

\$150 to a graduate of the school.

Everglades Women's Club

\$100 to an Everglades student.

First Federal Savings and Loan Association

\$200 scholarship to a student majoring in secretarial science, business administration, accounting, or management training.

First National Bank in Fort Myers

\$2,000 annually in scholarship or work grant funds.

First National Bank in Punta Gorda

\$200 to a Charlotte County student.

Florida Concrete and Products Association, Inc.

\$300 scholarship.

Florida Hotel and Motor Hotel Association

\$250 scholarships to students majoring in Hospitality A.S. Degree Program.

Fort Myers Beach Art Association

\$100 to an art student.

Fort Myers Beach Lions Auxiliary

\$250 scholarship to a Fort Myers Beach resident.

Fort Myers Beach Shell Club

\$250 to student with need majoring in oceanography or marine biology.

Fort Myers Deanery Scholarship

A fund for students with need, established by the Episcopal Churches in the area.

Fort Myers Federal Savings and Loan Association

\$200 to a student planning a career in the savings and loan or related field.

Fort Myers Jaycee's

\$300 to a Lee County student.

Fort Myers Junior Women's Club

\$300 to a Lee County girl majoring in the field of arts or humanities.

Fort Myers Lions Auxiliary

\$155 to a handicapped student.

Fort Myers Police Association

\$100 scholarship.

40 and 8, Voiture Locale #790

Scholarship for a nursing student, based on need.

GAC Properties, Inc.

\$250 scholarship.

Gee and Jenson Engineering Scholarship

\$500 to a graduating male sophomore who will enroll in the school of engineering at the university of his choice.

Glades Electric Cooperative, Inc.

Six-semester scholarship, at \$100 per semester, to a Hendry County student.

Captain Ernie Hall Memorial Scholarship

To a Lee County student with need.

John H. and Virginia Holmes

\$200 to a Seminole Indian.

Immokalee High School Able Club

\$75 to a graduate of the school.

Howard Johnson's

\$300 workscholarship to a student in the field of hotel, motel, and restaurant management.

Lillian C. Joughin Memorial Scholarship

Established by Dr. and Mrs. William B. Dehon for students with extreme financial need.

Mrs. George E. Judd

Two \$100 scholarships to students with 3.0 or better average.

Kiwanis Club of Port Charlotte

Three \$200 scholarships for Charlotte County students.

Mark Lacey Memorial Scholarship

\$100 for a freshman drama major with financial need.

Lee County Association of Independent Insurance Agents

Four \$200 scholarships.

Lee County Bank

\$300 scholarship.

The Lee County Citizens Patrol

\$200 scholarship.

Lee County Electric Cooperative, Inc.

Six \$250 scholarships.

Lee County School Food Service Association

\$200 scholarship, with preference given to children of school lunchroom workers.

Lee-Hendry County Medical Assistants Association

\$300 scholarship to a student planning a career as medical assistant such as medical secretary, nurse, or x-ray technician.

Lee Memorial Hospital Auxiliary

Two nursing scholarships for Lee County students with financial need and good scholastic standing. One \$370 three-session freshman scholarship and one \$300 two-session sophomore scholarship. Preference is given to former Candy Strippers or those who have worked at Lee Memorial Hospital.

Lehigh Acres Development Corporation (President's Scholarship)

\$750 scholarship to a graduating sophomore for the junior year in a State university. The award is made upon faculty nomination of students of outstanding ability. Those receiving the most votes are considered by the Student Affairs Committee. The final selection is made by the Lehigh Acres Development Corp.

Lion's Club of Cape Coral

Two \$300 scholarships, with preference given to residents of Cape Coral.

Medical Center Auxiliary, Punta Gorda

\$200 to Charlotte County student in a medically related field.

Mental Health Association of Collier County

\$300 to a graduating sophomore from Collier County, majoring in a field related to mental health, for use in the junior year.

Naples Civic Association

Three \$200 scholarships to Naples students.

Naples Community Hospital, Inc. - Naples Exchange Club

Two \$500 two-year scholarships to Naples nursing majors.

Naples-Fort Myers Kennel Club Athletic Scholarship Fund

Each year the proceeds of one specified day's gate receipts at the Bonita Springs dog track are donated by the Naples-Fort Myers Kennel Club, Inc., to Edison Junior College to aid in the development of the inter-collegiate athletic program. \$6,856 for 1970-71.

Naples Teen Club

\$250 scholarships for Naples students.

Naples Woman's Club

Two \$400 scholarships to Collier County students.

News-Press Publishing Company

\$200 scholarship.

Optimist Club of Fort Myers

\$200 scholarship.

Mrs. James W. Parker

\$200 to Collier County student.

Pilot Club of Fort Myers

\$200 to a graduating sophomore for junior year to major in a field related to mental health.

Pilot Club of Naples

\$250 to a Naples student with financial need.

Pinellas Gladiolus, Inc.

\$200 scholarship.

Port Charlotte Bank

\$300 scholarship, with preference given to a Charlotte County student majoring in finance.

Regents Scholarship Program

\$200 to students with established need who earned Regents awards from the State of Florida for high scholastic achievement in high school.

Rotary Club of Fort Myers

Annual contribution to EJC nursing department. \$3,500 for 1970-71.

Rotary Club of Fort Myers Beach

\$300 nursing scholarship.

Rotary Club of Immokalee

\$200 to an Immokalee student.

Rotary Club of Naples

Two \$250 scholarships to Collier County students.

Rotary Club of Port Charlotte

\$200 scholarship to a Charlotte County student.

Rotary Club of Punta Gorda

Two \$250 scholarships for Charlotte County students.

Holland T. Salley Interior Designs, Inc.

\$250 scholarship to a Collier County student.

Sertoma Club of Fort Myers

\$300 to a student with financial need and demonstrated ability in civic, academic or sports leadership.

The Shell Factory, Inc.

\$200 scholarship.

Arnold Slome Memorial Scholarship

\$200 scholarship sponsored by Rotary Club of Cape Coral.

Skipper Wright Memorial Scholarship

\$210 to the president of the freshman class.

Sweet Adelines, Inc., City of Palms Chapter

\$300 to a Lee County high school graduate interested in the field of music.

Josephine Toboldt Art Scholarship

\$100 scholarship established by the Art League of Fort Myers, Inc., for an art student.

University Club of Port Charlotte

\$200 to a Charlotte County student.

Winn-Dixie Stores Foundation

Scholarship of \$125 per semester.

Woman's Club of Port Charlotte

\$150 for a Charlotte County student.

Women of the Moose, Naples Chapter 1304

\$110 for a Collier County nursing student.

STUDENT ACTIVITIES

Activities are an important part of life at Edison Junior College.

A varied program of scholastic, professional, service, interest, and religious organizations has been developed in response to interest and leadership of the student body. All campus organizations must operate with the approval of the college administration and faculty.

CLASS ORGANIZATION

The freshman class and the sophomore class of Edison Junior College are two organizations on campus to which every full-time student can belong. Class elections are held during the first four weeks of school and the members of the respective classes elect a president, vice-president, secretary, treasurer, one student representative for every 75 students in the respective classes.

Freshman Class

The freshman class is composed of all full-time students who have completed less than 24 credit hours of college work. The freshman class is honored during the first week of school at the student government sponsored reception.

The enthusiasm and leadership exhibited by the freshmen make the class a powerful force on the campus. Each year the class sponsors several social events and fund-raising projects.

Sophomore Class

The sophomore class is composed of all full-time students who have completed a minimum of 24 credit hours of college work with a 2.0 (C) average.

Sophomore class unity flourishes during orientation week and at the annual student government field day which climaxes the event. The sophomores sponsor the annual Valentine Dance and other campus projects. The spring formal, which is usually the outstanding social event of the spring season, honors the sophomores.

Committee Of 20

The Committee of 20 is a group of twenty students who are selected each year from the up-coming sophomore class to assist with freshman orientation, registration, and to serve as official college hosts and hostesses throughout the year. Selection is made on the basis of leadership, scholastic achievement, and service to the college.

STUDENT ORGANIZATIONS

The following organizations which have been established for the purpose of carrying out projects on campus and in the community are the Women's Collegiate Club, Civinettes, Circle K, Collegiate Civitan, College Choir, Women's Recreation Association, Players of Edison Junior College, Westminster Fellowship, Newman Club, and Florida Association of Managerial Education. Other clubs may be organized by interested student groups with the permission of the Dean of Students.

Honor Societies

Beta Omega Chapter of Alpha Mu Gamma, a national honorary foreign language society and Phi Theta Kappa, a national Junior College honor society are active on campus.

Student Government Association

The student government, made up of elected representatives, governs the Edison Junior College student body. Its function is to supervise all student organizations, coordinate activities and events, direct the expenditure of the student activity fund, confer with the Dean of Students on matters of student interest and concern, and to promote the general welfare of the student body. The meetings of the student government are open to all students.

— SGA sponsors RAP session with faculty —



DIVISIONS OF THE COLLEGE



DIVISION OF APPLIED SCIENCES

The Division consists of the areas of Business, Secretarial Science, Engineering, Computer Science, Nursing, Hospitality, Aviation, Management, and Drafting. Associate in Arts (transfer) and Associate in Science (job oriented) programs are offered to high school graduates of all ages in the tri-county area served by the college. One-year certificate programs are also offered in the Secretarial Science, Computer Science, and Banking areas.

Programs leading to the Associate in Science Degree are as follows:

- Aviation (Professional Pilot Training)
- Banking
- Building Construction Technology
- Civil Engineering Technology
- Computer Science
- Drafting and Design Technology
- General, Legal, Medical, or Executive Secretary
- Hotel-Motel-Restaurant Management
- Management
- Nursing

The Associate in Arts Degree is awarded in pre-Aviation, pre-Business, pre-Engineering, and pre-Nursing. These pre-professional programs are specifically designed for the student who desires further training at the Baccalaureate level.

DIVISION OF BASIC SCIENCES

This Division consists of the areas of Geology, Astronomy, Chemistry, Biology, Physics, Mathematics, and Zoology. Courses and programs leading to the Associate in Arts degree are offered to students who are Science and/or Math majors, and the Division also meets the general education course and program needs of students whose majors are in the areas covered by the other Divisions of the college. In addition the Basic Sciences Division offers specialized Science and Mathematics courses to students who are pursuing Associate in Science Degrees within the framework of the Division of Applied Science. Many students will want to avail themselves of the courses in this Division as additional electives.

In addition to the missions outlined above, the Mathematics area is heavily committed to programs for the educationally disadvantaged, and the Division operates a Mathematics Clinic at all hours that the college is open during the week. The Clinic is staffed with para-professional assistants under the supervision of a Mathematics coordinator. The Clinic utilizes programmed instruction techniques and materials and the very latest audio-visual equipment and materials. A heavy emphasis is placed on individual learning.

The Physical and Natural Science areas have small laboratories emphasizing individual attention and assistance. A new teaching approach utilizing team teaching and para-professional assistants is being experimented with this year.



DIVISION OF CONTINUING EDUCATION

"The school as a social center must provide at least a part of that continuing education which is necessary to keep the individual properly adjusted to a rapidly changing environment . . . it must provide means for bringing people and their ideas and their beliefs together in such ways as will lessen friction and instability, and introduce deeper sympathy and wider understanding." This viewpoint by John Dewey sixty-seven years ago is even more significant today.



It is our belief that our way of life is a valuable heritage and that it will be best preserved and improved, in our changing times, only through the continuing education of our citizens. Every citizen should be afforded an opportunity for the development of his potentialities through education. To this end we direct our best efforts toward providing programs for the intellectual growth and to meet the needs of individuals of the community we serve.

Evening credit classes are normally scheduled to begin on the same calendar date as day classes. Any credit course may be audited for non-credit upon payment of the regular fee and approval of the instructor.

It is possible to complete graduation requirements by attending only night classes. The college credit evening classes are published in the Evening Bulletin each session, and in general, the regulations governing day classes apply to evening classes.

Other evening classes designed for enjoyment, entertainment, and general information are also offered on a non-credit basis. These courses afford a unique opportunity for individuals and groups of adults to improve themselves. These courses are vital parts of continuing education program, and the fees involved are nominal.

Within a frame work of almost complete flexibility, this program at Edison Junior College provides many new opportunities.

- A class may be initiated for anyone by anyone.
- A course may be started at any time of the year.
- A course may be held anytime, day or night.
- A course may be scheduled for any length of time.
- A class period may be for any number of hours.
- A course may be held anywhere that facilities are adequate and available.
- Classes are conducted in a relaxed, informal atmosphere without tests and grading.
- The program offers many opportunities to participate not only as a student but as an instructor, speaker, lecturer, panelist, and/or consultant.

There are two limitations concerning non-credit courses:

1. A qualified instructor must be available
2. Sufficient enrollment is necessary.

THE DIVISION OF HUMANITIES



This Division houses the areas of English, Reading, Foreign Languages, Art, Music, Philosophy, Drama, Speech, and General Humanities. University parallel curricula are offered leading to the Associate

in Arts Degree with a major in the above areas and the Division also assists in meeting the general education needs of students throughout the college.

The Division operates special clinics for the educationally disadvantaged in the areas of English and Reading. These clinics are open at all hours that the college is open during the week and they are staffed by competent para-professional personnel. Students are referred to these clinics for work from all areas of the college but especially from the English and Reading courses which the college offers. Special seminars and a high degree of individual attention from highly competent instructors also assist the student who is having academic difficulties in these areas.

The Division has a well-equipped foreign languages laboratory for the study of Spanish, French, and German. The Division also has an Art Studio, special music classrooms and practice rooms, speech facilities, and facilities and programs for drama.

THE DIVISION OF SOCIAL SCIENCES

This Division houses the areas of Health and Physical Education, Police Science, Sociology, Psychology, Government, and History. The primary mission of the Division is to serve the general education and area major needs of students in university parallel curricula.

A one-year certificate program and a two-year Associate in Arts program are available in the area of Police Science. These two programs have been specifically designed for the student who desires Baccalaureate level education in the field of Police Science. They have also been designed to serve the in-service training needs of po-



licemen and law enforcement officers who desire additional formal education.

The college is completing construction of a new multi-purpose Health and Physical Education Building which will enable this Division to offer a greater variety of courses in Physical Education. Some of these programs will include the areas of Physical Fitness, Gymnastics, Tumbling, Wrestling, etc.

LEARNING RESOURCES CENTER

The Learning Resources Center is located on the second and third floors of a new three-floor building which is the focal point of the campus. The center presently has over 25,000 volumes of books, together with non-book resources such as films, film strips, film loops, transparencies, slides, records, video tapes, audio tapes, and all of the hardware necessary for using them. There is a television studio for closed circuit television, a reading laboratory, an English laboratory, and a mathematics laboratory. Listening tables for study groups and individual study carrels are provided. A library advisory board (composed of interested people from the tri-county community) and a college committee (composed of faculty and students) both meet monthly and give invaluable assistance with improvements and areas of emphasis.

Library cards are issued without charge to all persons in the community who request them. High school seniors are given the privilege of using all of the facilities of the center. The Learning Resources Center is open from 7:00 A.M. to 10:00 P.M. on Monday through Thursday, from 7:00 A.M. to 5:00 P.M. on Friday, and from 1:00 P.M. to 5:00 P.M. on Sunday.



COURSE DESCRIPTIONS

The first session of a two-session course is normally a prerequisite for the second session. If the student is in doubt, he should consult either the instructor or his advisor.

Courses numbered 100 to 199 should normally be taken during the freshman year, and courses numbered 200 to 299 should normally be taken in the sophomore year. Courses numbered 000 through 099 are guided studies courses, and credits obtained in these courses do not count toward the A.A. degree offered by the college.

The college reserves the right to withdraw or discontinue any courses for which there is insufficient enrollment.

The courses are listed alphabetically by subject area prefix and numerically within each subject.

The letters "JC" following any course number indicates that the course has been designed for junior college credit and not necessarily as a transfer course.

The symbols in parentheses following each course indicate the sessions when the course will normally be offered. The symbol "***" indicates that the course is offered only upon sufficient demand by arrangement with the division. The entry for ART 101-102, DESIGN I, II (101-I, II, **III, **IV; 102-II) is to be interpreted as follows: the 101 portion of the course will normally be offered Sessions I and II and upon sufficient demand by arrangement with the division Sessions III, IV; the 102 portion of the course is offered Session II.

ACC 101-102 ACCOUNTING (101 - I, II, III; 102 - II, IV) 4 credits

3 class hours. 3 laboratory hours.

Introduction to principles of basic accounting under the double entry system, including trial balances, work sheets, and preparation of financial statements for proprietorship, partnerships, corporations and including corporate capital stocks, surplus, reserves, dividends, and bonds. Practical problems and exercises will be solved by the student through the utilization of the IBM 1130 computer.

ACC 201-202 INTERMEDIATE ACCOUNTING (*) 3 credits**

3 class hours. 3 laboratory hours.

Prerequisite: ACC 101 and 102.

Intermediate Accounting provides depth and breadth of theory coverage. Recommendations and pronouncements of the American Institute of Certified Public Accountants, the American Accounting Association, and the Securities and Exchange Commission are used to strengthen and emphasize theory discussion.

AGR 105 PRINCIPLES OF PLANT GROWTH () 3 credits**

3 class hours.

Scientific principles of plant growth, structure, and function including soils, pesticides, climate, weather, plant disease, propagation, and landscaping.

- AGR 106 INTRODUCTION TO AGRICULTURE (**)** 3 credits
3 class hours.
 Basic principles involved in agriculture.
- ANY 105 INTRODUCTION TO CULTURAL ANTHROPOLOGY (I, II, III)** 3 credits
3 class hours.
 The study of culture as man's ecological niche. Topics include cultural processes, theories of culture, cultural relativity, man's relationship to the native environment (human ecology), social organization (kinship), and universal features of culture.
- ART 101-102 DESIGN (101-I, II, **III, **IV; 102-II)** 3 credits
2 class hours. 3 studio hours.
 Design problems of line, form, color, space, texture solved with a variety of media. Design I – (2) dimensional; Design II – three (3) dimensional.
- ART 103-104 DRAWING (103-II; 104-**) 3 credits**
2 class hours. 3 studio hours.
 Drawing of still-life, landscape and figures with pencil, pen and ink, charcoal to develop skill in methods of linear and tonal composition.
- ART 105 ART HISTORY AND APPRECIATION (I, II, **III, **IV)** 3 credits
3 class hours.
 History of painting, sculpture, and architecture, and the aesthetics and functions of design.
- ART 211-212 PAINTING (211 - I; 212 - II)** 3 credits
2 class hours. 3 studio hours.
Prerequisite: Art 101.
 Introduction to the materials and techniques of painting in solving problems of color, line, space, rhythm, structure. Acrylics. Painting II – continuation of Painting I with emphasis on individual experimentation. Acrylics or oil.
- ART 213-214 INTERIOR DESIGN (**)** 3 credits
2 class hours. 3 studio hours.
Prerequisite: ART 101-102 or 103-104 or permission of instructor.
 Study of historical and contemporary styles. Drafting, perspective and color applied to design of contemporary interiors.
- ART 215 COMMERCIAL ART (**)** 3 credits
2 class hours. 3 studio hours.
Prerequisite: ART 101-102 or 103-104 or permission of instructor.
 Lettering, color-theory and layout of posters, brochures, magazine and newspaper advertising. Tours of local printing establishments arranged.
- ART 217 CERAMICS (**)** 3 credits
2 class hours. 3 studio hours.
Prerequisite: ART 102 or permission of instructor.
 Problems of ceramic composition solved by hand forming, potter's-wheel, ceramic, sculpture, slip-casting, glazing and firing.
- ART 255 JC ART FOR ELEMENTARY TEACHERS (**)** 3 credits
3 class hours.
 Elementary teacher's seminar in techniques for artistic experience in grades 1 through 6. Requisition procedures, motivation methods, evaluation processes for each grade level. Suitable for recency of credit and/or extension of certificate only. Credit does not apply toward graduation.



AST 201-202 INTRODUCTION TO ASTRONOMY
(201 - **II; 202 - **III)

3 credits

First session includes light and its behavior, early planetary systems, Copernicus' planetary system, Tycho Brahe, Kepler, Newtonian mechanics and kinematic description. Second session deals with apparatus and techniques: telescopes, photography, spectroscopy, radar, radio astronomy, and the uses of satellites in astronomy.

AVN 105 AVIATION MANAGEMENT ()**

3 credits

Basic management principles of airline and airport operations with emphasis on planning, financing, and organization.

BAN 155JC PRINCIPLES OF BANK OPERATIONS (I)

3 credits

3 class hours.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BAN 156JC MONEY AND BANKING (II)

3 credits

3 class hours.

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BAN 255JC BANK MANAGEMENT (I)

3 credits

3 class hours.

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

BAN 256JC ANALYZING FINANCIAL STATEMENTS (II) 3 credits

3 class hours.

This course is organized into two main sections: Characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

BAN 257JC FINANCING BUSINESS ENTERPRISE (II) 3 credits

3 class hours.

Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation.

BAN 258JC CREDIT ADMINISTRATION (II) 3 credits

3 class hours.

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.

BIO 101-102 BIOLOGICAL SCIENCE (101 - I, III; 102 - II, IV) 4 credits

3 class hours. 3 laboratory hours.

The physical, chemical, and biological principles involved in living systems. Emphasis on metabolism, reproduction, development, heredity, and the evolution and interrelationships of organisms.

BIO 125 MICROBIOLOGY (III) 4 credits

3 class hours. 3 laboratory hours.

Prerequisite: Science 103-104.

A basic microbiology course for health related programs. Lecture and laboratory experiences in morphology and physiology of micro organisms, especially the pathogens. Practice in aseptic technique will be stressed.

BOT 215 GENERAL BOTANY ()** 4 credits

3 class hours. 3 laboratory hours.

Prerequisite: BIO 101-102 or permission of instructor.

The morphology, physiology, development, genetics, and systematics of plants.

BUS 105 JC BUSINESS MATHEMATICS (I) 3 credits

3 class hours.

Basic knowledge of an employable skill in the arithmetic computations necessary for a business career or for personal finance, current business practice in banking, insurance, retailing, business statements, and computing depreciation.

BUS 106 MATHEMATICS OF FINANCE (II) 3 credits

3 class hours.

Prerequisite: Two years high school algebra or equivalent.

Basic course involves the study of mathematics of long-term investment — compound interest and annuity to debt extinction, bonds, depreciation depletion, perpetuity, capitalization, life annuities and life insurance.

- BUS 107 INTRODUCTION TO BUSINESS (I, II, III)** 3 credits
3 class hours.
 General outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls will be emphasized. The legal and regulatory environment in which business operates will be examined.
- BUS 205 BUSINESS LAW (I, II)** 3 credits
3 class hours.
 Basic collegiate course. Legal discussions and case excerpts illustrate major points of law.
- BUS 206 REAL ESTATE (I)** 3 credits
3 class hours.
 First general course in this field. Basic principles and variations pointed out. Overall view of real estate, property rights in real estate, ownership and leasing, property ownership, financing real estate, real estate brokerage and Florida real estate law.
- BUS 207 INSURANCE PRINCIPLES (**)** 3 credits
3 class hours.
 A comprehensive coverage of the whole field of insurance dealing with the general problem of risk insurance features common to all fields.
- BUS 208 FEDERAL TAXATION (**)** 3 credits
3 class hours.
 Primarily a terminal course. Comprehensive explanation of federal tax structure and application of tax principles to specific business problems.
- BUS 216 BUSINESS COMMUNICATIONS (I, II)** 3 credits
3 class hours.
Prerequisite: ENG 101.
 Techniques and practices in effective business communication. Letters and reports.
- BUS 253-254 MANAGEMENT ON THE JOB TRAINING (**)** 3 credits
 Directed work experience with local businesses in specialized management areas. A minimum of 15 hours per week required.
- BUS 256 MANAGEMENT PRINCIPLES (I)** 3 credits
3 class hours.
 Basic management principles and theory, including the history, progress and functions of management. The relation of management principles to operations and the management process in business will be emphasized.
- BUS 257 MARKETING (II)** 3 credits
3 class hours.
 A study of marketing principles and their relation to product, price, promotion and distribution. The interrelationship between marketing and other business operations of the firm will be included.
- CHM 105 CHEMISTRY (II)** 4 credits
3 class hours. 3 laboratory hours.
 A general introduction to the principles underlying chemistry. Modern theories of atoms and molecules; their structure, properties and interactions including the concepts of energy, kinetics, equilibrium and applications.

CHM 211-212 GENERAL CHEMISTRY (211 - I, II; 212 - II, III) 4 credits
212 - II, III

3 class hours. 3 laboratory hours.

Prerequisite: MTH 106-107 or MTH 108 or permission of instructor.

The behavior of matter including atomic structure, elements and compounds, chemical kinetics, equilibrium, energy relationships, radioisotopes, and qualitative analysis.

CHM 231-232 ORGANIC CHEMISTRY () 4 credits**

3 class hours. 4 laboratory hours.

Prerequisite: CHM 212 or equivalent.

The structure, synthesis, and reactions of the compounds of carbon, and the physical principles underlying their behavior.

CHM 235 QUANTITATIVE ANALYSIS (II) 4 credits**

2 class hours. 6 laboratory hours.

Prerequisite: CHM 212 or equivalent. (2nd session only.)

Theoretical principles and laboratory procedures involved in quantitative chemical analysis, both volumetric and gravimetric.

CSC 155 JC COMPUTER MATHEMATICS (II) 3 credits

3 class hours.

Prerequisite: 2 years of high school Algebra or MTH 055 JC.

Review of Basic Algebra; Linear and Quadratic Function; Logarithms; Solutions by Determinants; Matrix Algebra; Linear Programming; Boolean Properties; other computer related areas.

CSC 156 INTRODUCTION TO COMPUTER SCIENCE 4 credits
(I, II, III)

3 class hours. 3 laboratory hours.

For students in business, mathematics, and science. A study of digital computer concepts. A review of unit record equipment, including an introduction to the key-punch machine. A detailed study of Fortran IV, with hands-on programming experience using the IBM 1130 and related equipment.

CSC 157 COMPUTER LANGUAGES () 3 credits**

3 class hours.

Prerequisite: CSC 156.

Detailed study of various programming languages including absolute coding systems, symbolic systems and compiler systems.

CSC 255 JC COMPUTER PROGRAMMING () 3 credits**

3 class hours.

Prerequisite: CSC 156 and CSC 157.

Detailed study of Fortran IV including business applications and applications related to Mathematics and Science.

CSC 256 JC COMPUTER PROGRAMMING (II) 3 credits**

3 class hours.

Prerequisite: CSC 255 JC.

Detailed study of Compiler systems other than Fortran, including Cobol and PL-I. Includes practical application in Advanced problems in Programming relating to Business, Science and Mathematics.

CSC 258 JC COMPUTER SCIENCE ON THE 3 credits
JOB TRAINING (**)

Prerequisite: CSC 255 JC.

On the Job Training with local business firms. 15 hours per week.

- ECO 105 CONSUMER ECONOMICS (**)** 3 credits
3 class hours.
 Economics oriented to the consumer. Emphasis placed on consumer education in fields of personal finance, budgeting, insurance and buymanship.
- ECO 201-202 ECONOMICS (I, II, IV)** 3 credits
3 class hours.
 Understanding of our institutions and of macro- and micro-economics analysis. The operations of individual business and how it affects and is affected by the economic system. The issues of future economic policy.
- EDU 205 INTRODUCTION TO EDUCATION (I, II, III, IV)** 3 credits
3 class hours.
 The American school system; its historical and traditional influences, significance of education, opportunities and requirements.
- EGR 105 INTRODUCTION TO ENGINEERING (I, II)** 3 credits
3 class hours.
 Current activities in engineering including training in related fields and functions involved. Fundamental problem-solving methods. Instruction in use of slide rule.



- EGR 106 ENGINEERING GRAPHICS (I, II)** 3 credits
6 class hours.
 Instrument use plus freehand lettering and sketching. Geometric construction application, orthographic projection, isometric and perspective drawing, sectional views, fits and tolerances, symbol and conventions for working drawings, and standard representation for threads and fasteners.

EGR 107 DESCRIPTIVE GEOMETRY (II, III)

3 credits

6 class hours.

Applications of the principles of orthographic projection to the solution of three-dimensional problems.

Space relationship of points, lines and planes with examples in engineering practice.

EGR 155 JC ELEMENTARY SURVEYING (II)

3 credits

6 class hours.

Prerequisites: EGR 106 and MTH 106-107 or MTH 108.

Lecture and field practice covering use, care, and limitations of various surveying instruments or related equipment. Data taken from transit rod, tape, differential level, etc., is properly recorded in field notes.

**EGR 156 JC TOPOGRAPHICAL AND INDUSTRIAL
DRAWINGS (II)**

3 credits

6 class hours.

Prerequisites: EGR 106, EGR 107; and MTH 106-107 or MTH 108.

Theory and practice in making maps, charts, and structural drawings.

**EGR 211 JC – 212 JC ADVANCED DRAFTING & DESIGN
(211 – I; 212 – II)**

3 credits

6 class hours.

Prerequisite: EGR 106 and EGR 107.

Skilled use of instruments, or sketches, involved in projects of assembly or detailed drawings, where handbook data, manufacturers' catalogs, etc., are used in design work. Various drafting fields explored prior to specialization in architectural, structural, mechanical, electrical, etc.



- EGR 255 JC MACHINE SHOP PRACTICES (II)** 1 credit
3 class hours (laboratory)
 Tools and methods in industrial production or research. Standard practices involved with weldments and foundry products. Capabilities of machines for quantity and quality output.
- EGR 256 JC MATERIALS OF ENGINEERING (II)** 3 credits
6 class hours.
Prerequisite: CHM 105 or equivalent.
 Production, composition and properties of materials used in engineering. Effects of usual processes on and the standardized testing of these materials. Laboratory work supplements classroom study of stress, strain, types of failure and related phenomena.
- EGR 257 JC ADVANCED SURVEYING (I)** 3 credits
6 class hours.
Prerequisite: EGR 155 JC
 A continuation of EGR 155 JC, including hydrographic, topographic, drainage, construction, and route surveys.
- EGR 258 JC STATICS AND STRENGTH OF MATERIALS (I)** 3 credits
3 class hours.
Prerequisite: MTH 106-107, or MTH 108.
 Principles of statics; resultants and equilibrium of co-planar force systems; vectors; trusses containing two force members; friction; centroids; Problems related to stress, factor of safety, strain, modulus of elasticity, beam deflection, and loaded columns.
- EGR 259 JC CONSTRUCTION PROCEDURES (I)** 3 credits
3 class hours.
Prerequisite: MTH 107 or MTH 108.
 Plans of homes, small structures, and highways analyzed for purposes of making good estimates on labor, material, and overhead for various phases of construction work including consideration of a time schedule project as required.
- EGR 265 JC SOIL MECHANICS (III)** 1 credit
3 class hours (laboratory).
 Soils will be sampled, identified, classified and variously tested for liquid limit, voids ratio, lineal shrinkage, etc. Relation of bearing capacity and other soil characteristics to foundation or other construction needs.
- EGR 266 JC ELEMENTS OF ELECTRICITY (III)** 3 credits
3 class hours.
Prerequisite: MTH 106-107 or MTH 108.
 Principles of electrical circuits, motors, generators, transformers, controllers, batteries, and power distribution.
- ENG 101-102 FRESHMAN ENGLISH (I, II, III, IV)** 3 credits
3 class hours.
 Emphasis on effective writing. Remedial work as needed through laboratory experience. Reading as a basis for writing. Library skills and fundamentals of a documented paper. (Laboratory hours assigned as needed.) Must be taken in sequence.

- ENG 115 TECHNICAL WRITING (II, IV)** 3 credits
3 class hours.
Prerequisite: ENG 101.
 Emphasis on effective reading and writing technical reports and documents. English laboratory facilities will be used for tutorial assistance when needed.
- ENG 215 ADVANCED COMPOSITION (**)** 3 credits
3 class hours.
Prerequisite: ENG 101 and 102, or equivalent.
 Critical analysis of style, fifth dimension in advanced composition. Emphasis on development of construction and techniques.
- ENG 216 CREATIVE WRITING (**II)** 3 credits
3 class hours.
Prerequisite: ENG 101 and 102.
 Imaginative writing in students' choice of forms. Offered Session II only.
- FRH 101-102 ELEMENTARY FRENCH (101 - I; 102 - II)** 4 credits
3 class hours. 3 laboratory hours.
 For beginners or those with one year of high school French. Grammar, syntax, and pronunciation. Laboratory work required.
- FRH 211-212 INTERMEDIATE FRENCH (211 - I; 212 - II)** 4 credits
3 class hours. 3 laboratory hours.
Prerequisites: FRH 101 and 102 or two years of high school French.
 Grammar review, composition, and dictation. Vocabulary building. Laboratory work.
- FRH 215 CONVERSATION AND COMPOSITION (**)** 3 credits
3 class hours.
Prerequisite: FRH 101 102 or permission of instructor.
 Brief grammar review. Stress on fluency in daily speech. Class conducted in French. May be taken concurrently with FRH 211 or 212.
- FRH 235 FRENCH CIVILIZATION (II)** 3 credits
3 class hours.
Prerequisites: FRH 211-212 or permission of instructor.
 Readings and lectures in the cultural, geographic, and social history of France.
- FRH 236 FRENCH LITERATURE (**)** 3 credits
3 class hours.
Prerequisites: FRH 211-212 or permission of instructor.
 Survey of classic and contemporary periods. Accepted by the state for teacher certificate. Conducted entirely in French.
- GEO 205 CONSERVATION OF NATURAL RESOURCES (**)** 3 credits
3 class hours.
 A survey of natural and human resources and the utilization of these resources. Conservation in the United States, with particular emphasis on Florida.
- GER 101-102 ELEMENTARY GERMAN (101 - I; 102 - II)** 4 credits
3 class hours. 3 laboratory hours.
 Conversation and grammar with readings and laboratory practice.

- GER 211-212 INTERMEDIATE GERMAN (211 - I; 212 - II)** 4 credits
3 class hours. 3 laboratory hours.
Prerequisites: GER 101 and 102.
 Grammar review and vocabulary enrichment. Study of German culture and literature.
- GLY 101-102 GEOLOGY 101 - I; 102 - II** 4 credits
3 class hours. 3 laboratory hours.
 Formation, identification, and composition of minerals, structure of the earth, relations of human, plant and animal life to geological resources. The dynamic history of earth's formation and alteration. Origin and development of life forms. Concepts of geologic time.
- GOV 205 AMERICAN NATIONAL GOVERNMENT (I, II, III)** 3 credits
3 class hours.
 The national government within the American federal system. Functions, processes, and contemporary problems of American political systems. Political parties, pressure groups, elections, Congress, the Presidency, and the Supreme Court.
- GOV 206 AMERICAN STATE AND LOCAL GOVERNMENT (I, II)** 3 credits
3 class hours.
 The states as political sub-systems within the American federal system. Functions, processes, and contemporary problems of state and local government.
- GOV 208 INTERNATIONAL RELATIONS (I, II, III)** 3 credits
3 class hours.
 The interactions of nation states in terms of political, economical, psychological, and cultural factors; power, morality, and law among states. Conflict and cooperation in the pursuit of national interests. International political systems and their functions.
- HEC 105 INTRODUCTION TO HOME ECONOMICS (**)** 2 credits
2 class hours
 The scope of home economics; careers, developments, personal and professional qualifications, and the future of home economics.
- HEC 205 TEXTILES (**)** 3 credits
3 class hours
 A introductory study of textiles. Fibers; yarn structure; fabric construction; finish and color application; factors in selection, use and care; performance.
- HEC 215 PRINCIPLES OF CLOTHING CONSTRUCTION (**)** 3 credits
3 class hours
Prerequisite: HEC 205.
 A basic clothing construction course designed to teach fundamental approved construction techniques and to undergird the students future clothing construction efforts for leisure time activities, professional career, or the world of work.
- HIS 101-102 HISTORY OF WESTERN CIVILIZATION** 3 credits
 (101 - I, II, III; 102 - I, II, IV)
3 class hours.
 The development and meaning of western history from its origins to the present; the evolution of political, social, economics, religious, scientific, and cultural ideas and institutions.

HIS 201-202 HISTORY OF THE UNITED STATES
(201 - I, III; 202 - II, IV)

3 credits

3 class hours

The political, economic, and social development of the United States; interpretations of United States history; special reference to general forces such as nationalism, democracy, populism, and capitalism.

HIS 205 FLORIDA HISTORY ()**

3 credits

3 class hours.

From the age of discovery of Florida to the present day.

HIS 255 JC AMERICAN NATIONAL CHARACTER ()**

3 credits

3 class hours

Prerequisite: 6 hours history.

Seminar for teachers.

The development of the American national character in the twentieth century with emphasis on an historical approach to contemporary literature. Credit can be used by teachers for recency of credit and/or extension of certificates.

HPE 105 INTRODUCTION TO PHYSICAL EDUCATION (I, II) **3 credits**

3 class hours.

Specific objective: Cognizance of the educational process of physical education, its interrelationship with the total educational process, its philosophical basis, the history of its development and the methods of management. Primarily for physical education majors and elementary education majors. Discussion of (1) existing confusion as to role, (2) relationship to general education, (3) theory vs. practicality in physical education, (4) existing philosophies.



- HPE 155JC THROUGH 185JC HEALTH AND PHYSICAL EDUCATION (I, II, III, IV)** 2 credits
2 class hours.
 Recreational activities in individual and group sports which utilize college and community facilities. Emphasis on good health and safety.
- IIPE 205 SPORTS OFFICIATING (II)** 3 credits
3 class hours.
 Techniques and skills for officiating high school and college sports.
- HPE 206 PERSONAL AND COMMUNITY HEALTH PROBLEMS (I, II)** 3 credits
 (I, II, III, IV)
3 class hours.
 Personal health habits. Application of scientific health facts and principles to better living. Community health program and its problems.
- HPE 255JC THROUGH 256JC HEALTH AND PHYSICAL EDUCATION (I, II, III, IV)** 2 credits
2 class hours.
Prerequisite: 100 level sport as appropriate or individual proficiency determined by instructor.
 Recreational activities in individual sports which utilize college and community facilities.
- HSP 155 INTRODUCTION TO THE HOSPITALITY INDUSTRY (I)** 1 credit
1 class hour.
 History, objectives, economics and sociological importance of the industry, especially in Florida. Review of the growth and development of hotels, motels, and restaurants. Variations analyzed.
- HSP 156 FOOD PREPARATION AND QUANTITY COOKERY (I)** 3 credits
2 class hours. 2 laboratory hours.
 Application of principles of food preparation to quantity cookery. Introduction to the kitchen, menu planning and operation. Laboratory hours included.
- HSP 157 FOOD PREPARATION AND QUANTITY COOKERY (II)** 3 credits
2 class hours. 2 laboratory hours.
 Food preparation as related to quantity cookery by departments and station. Detailed studies in raw materials, standard recipes, menu planning and the use of equipment. Kitchen operations analyzed. Laboratory hours included.
- HSP 158 FRONT OFFICE PROCEDURE (II)** 2 credits
2 class hours.
 Analysis of front office procedures. Preparation and completion of a practice set.
- HSP 159 ELEMENTS OF NUTRITION (II)** 3 credits
3 class hours.
 Basic elements of nutrition in relation to the normal diet, application to menu making and food preparation. Special emphasis on retention of nutrients and nutritional deficiency diseases.



- HSP 165 INTERNSHIP FOOD SERVICE INDUSTRY (**)** 2 credits
2 class hours.
 On-the-job training for food service majors.
- HSP 166 INTERNSHIP - HOTEL-MOTEL(**)** 2 credits
2 class hours
 On-the-job training for hotel-motel majors.
- HSP 251-252 INTERNSHIP (**)** 3 credits
3 class hours
 A continuation of on-the-job training.
- HSP 255 ADMINISTRATION HOTEL-MOTEL,
 RESTAURANT (I)** 3 credits
3 class hours
 Special management problems in hotels, motels, restaurants, and institutions. Emphasis on operations, design, purchasing, cost systems and personnel.
- !HSP 256 HOTEL-MOTEL HOUSEKEEPING (I)** 2 credits
2 class hours
 Studies in housekeeping and its administration; control of supplies, sanitation, cleaning techniques, decoration, equipment, landscaping and related subjects.
- HSP 257 RESTAURANT FOOD SERVICE (I)** 2 credits
1 class hour.
 Special studies in food service and dining room operations.
- HSP 258 RESTAURANT MANAGEMENT SEMINAR (II)** 3 credits
3 class hours.
 Management approach in operating a restaurant; emphasis on cost control and food production. Seminar studies of problems confronting a restaurant manager.
- HSP 259 MANAGEMENT SEMINAR — HOTEL-MOTEL (II)** 2 credits
2 class hours.
 A seminar in hotel-motel manager's problems and their solutions.

- HUM 125, 225 HUMANITIES STUDY TOUR (IV)** 3 credits
Prerequisite: Any Humanities course or permission of instructor.
 Edison Junior College sponsored study tour abroad with lectures en route.
 Research paper required. May be audited with permission of instructor.
- HUM 205 HUMANITIES IN CONTEMPORARY LIFE (I, II, III, IV)** 3 credits
3 class hours.
 Contemporary ideas in art, music, literature, theatre, philosophy and their impact on modern society.
Not limited to sophomores.
- HUM 206 THE HUMANISTIC TRADITION (I, II, III)** 3 credits
3 class hours
 Our heritage in Greek, Hebrew, Roman, Renaissance, and Baroque cultures and their relationship to the arts. *Not limited to sophomores.*
- JOU 105 JOURNALISM (**)** 3 credits
3 class hours
 Introduction to the profession; historical background; theory and practice of writing news. Work on student publications recommended.
- JOU 106 SURVEY OF MASS COMMUNICATIONS (**)** 3 credits
3 class hours
 Requirements, opportunities, and responsibilities of various media. Gathering, evaluating, and writing news.
- LIT 205, 206 WORLD LITERATURE (205 - I; 206 - II)** 3 credits
3 class hours.
 Readings from Homer, Cervantes, Mann, Sophocles, Flaubert, Dostoyevsky and others. Oral and written reports.
- LIT 215 ENGLISH LITERATURE (I)** 3 credits
3 class hours
Prerequisite: ENG 101 and 102 or permission of instructor.
 From beginnings to Romantic period; includes Shakespeare.
- LIT 216 ENGLISH LITERATURE (II)** 3 credits
3 class hours
Prerequisite: ENG 101 and 102 or permission of instructor.
 From Romantic period to the present.
- LIT 217 AMERICAN LITERATURE (**)** 3 credits
3 class hours
Prerequisite: ENG 101 and 102 or permission of instructor.
 Reading from major American writers from the beginning to the present.
- LIT 218 CONTEMPORARY LITERATURE (**)** 3 credits
3 class hours.
Prerequisite: ENG 101 and 102 or permission of instructor.
 Main currents of the twentieth century. Wide reading with discussion. Oral and written reports.
- MET 205 METEOROLOGY (**)** 3 credits
3 class hours
 Basic concepts of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing and fog. Analysis and use of weather data and interpretation of weather maps, reports and forecasts.

MTH 055 BASIC MATHEMATICS (I, II, III, IV) 3 credits
3 class hours. 2 laboratory hours.

A programmed course in elementary algebra and intermediate algebra, including modern terminology.

NOTE: This is an open-end course; i.e., the course may be commenced or completed at any time during the session. Students who have an Algebra I background may commence the program at the level of intermediate algebra. Satisfactory completion of course enables student to enroll in MTH 106, MTH 107, or MTH 215. This course is not designed as a transfer course.

MTH 105 GENERAL EDUCATION MATHEMATICS (I, II, III, IV) 3 credits
3 class hours

Sets, number systems, operations in algebra, ratio and proportion, basic geometry and trigonometry, earning and spending money, managing finances. Provides the necessary mathematical skills for general education.

MTH 106 COLLEGE ALGEBRA (I, II, III, IV) 3 credits
3 class hours.

Prerequisites: Plane geometry and 1½ years of high school algebra, or permission of instructor.

Real numbers, relations and functions, polynomial functions, exponential and logarithmic functions, theory of equations, matrices and determinants, sequences. Contains all of the features of college algebra found in MTH 108, with additional emphasis on applications. (May be taken concurrently with MTH 109).

MTH 107 TRIGONOMETRY (I, II, III) 3 credits
3 class hours.

Prerequisites: Plane geometry and 1½ years of high school algebra, or permission of instructor.

Real number systems, circular functions, trigonometric functions, inverse relations and functions, trigonometric graphs, solution of triangles, trigonometric equations, polar coordinates, complex numbers. Contains all of the features of trigonometry found in MTH 108, with additional emphasis on applications. (May be taken concurrently with MTH 106).

MTH 108 INTEGRATED COLLEGE ALGEBRA AND TRIGONOMETRY (I, II, IV) 4 credits
4 class hours

Prerequisites: Plane geometry and 2 years of high school algebra, or permission of instructor.

A pre-calculus course for the well-prepared student. A background in advanced high school mathematics is highly desirable. Exponential and logarithmic functions, circular and trigonometric functions, inverse functions, polynomial functions, sequences and limits, elementary matrices, and selected topics in analytic geometry.

MTH 215 ELEMENTARY STATISTICS (I, II, III) 3 credits
3 class hours

Prerequisite: Algebra II or equivalent; or permission of instructor

Basic statistical concepts, probability and sampling from the normal distribution, hypothesis testing, the chi square distribution, regression and prediction, measures of correlation and linear regression. Does not fulfill the general education requirement in mathematics for the AA degree.

- MTH 216 CALCULUS WITH ANALYTIC GEOMETRY I** (I, II, III) 4 credits
 4 class hours
Prerequisite: MTH 106-107 or MTH 108 with minimum grade of C or consent of instructor.
 Real numbers, functions, limits, analytic geometry; elementary differentiation, integration, and applications. Sequential with MTH 235 and 236.
- MTH 235 CALCULUS WITH ANALYTIC GEOMETRY II** (I, II) 4 credits
 4 class hours
Prerequisite: MTH 216 with minimum grade of C or consent of instructor.
 Differentiation and integration of trigonometric, logarithmic and exponential functions; special techniques of integration, polar coordinates, vectors in the plane, and analytic geometry in three dimensional space.
- MTH 236 CALCULUS WITH ANALYTIC GEOMETRY III** (II) 4 credits
 4 class hours
Prerequisite: MTH 235 with minimum grade of C or consent of instructor.
 Linear systems and matrices, partial derivative, multiple integration and line integrals, improper integrals, sequences and infinite series.
- MTH 237 INTRODUCTION TO LINEAR ALGEBRA (**II)** 3 credits
 3 class hours
Prerequisite: MTH 235 with a minimum grade of C.
 Coordinate geometry and vectors in two and three dimensions, linear equations, vector spaces, matrices, and linear mappings.
- MTH 256 JC ANALYTIC GEOMETRY AND CALCULUS FOR TECHNICIANS (I)** 4 credits
 4 class hours
Prerequisite: MTH 106-107 or MTH 108, or equivalent.
 Basic analytic geometry and introductory calculus with emphasis on applications.
- MTH 265 JC MODERN MATH SEMINAR FOR TEACHERS (**)** 3 credits
 3 class hours
 Offered on demand, and enrollment limited to teachers. Can be used by teachers for recency of credit, extension of certificate.
- MUS 101-102 MUSIC THEORY (101 - I; 102 - II)** 4 credits
 5 class hours
MUS 151 is recommended concurrently.
 Integrated study of materials and procedures of music and development of musicianship skills.
- MUS 105 MUSIC HISTORY AND APPRECIATION (I, II, IV)** 3 credits
 3 class hours
 Materials, literature, and practices of music, and consideration of its aesthetic purposes and social function. Development of listening skills and criteria of judgment.
- MUS 151-152 CLASS PIANO (I, II, **III, **IV)** 1 credit
 2 class hours
 Elementary instruction in piano; emphasis on music reading, piano techniques, and piano literature.

MUS 153-154 CLASS VOICE (153 - I; 154 - II) 1 credit

2 class hours

MUS 101 and/or MUS 151 recommended concurrently.

Fundamentals of singing; emphasis on tone production and diction as applied to vocal literature.

MUS 165, 166, 265, 266 APPLIED MUSIC INSTRUCTION (SPECIFIC INSTRUMENT) (I, II, **III, **II) 1 credit

Permission of instructor required.

Individual vocal or instrumental instruction may be arranged for students of advanced accomplishments.

MUS 175, 176, 275, 276 COLLEGE CHOIR (I, II) 1 credit

3 class hours

Study, rehearsal, performance of choral literature, with training in fundamentals of singing. Attention given to general cultural and humanistic consideration.

MUS 185, 186, 285, 286 INSTRUMENTAL ENSEMBLE (I, II) 1 credit

2 class hours

Permission of instructor required.

Study and performance of ensemble literature for various small groupings.

MUS 187, 188, 287, 288 SYMPHONY ORCHESTRA (I, II) 1 credit

2 class hours

Permission of instructor and chairman, Division of Humanities required.

Participation and performance in the Fort Myers Symphony Orchestra.



- MUS 195, 196, 295, 296 VOCAL ENSEMBLE (I, II)** 1 credit
2 class hours
Permission of instructor required.
 Study and performance of ensemble literature for various small groupings.
- MUS 211-212 MUSIC THEORY (211 - I; 212 - II)** 4 credits
5 class hours
Prerequisite: MUS 101-102 or permission of instructor.
 Continuation of MUS 101-102 with keyboard application.
- MUS 251-252 CLASS PIANO (I, II, **III, **IV)** 1 credit
2 class hours
Prerequisite: MUS 151-152 or permission of instructor.
 Continuation of MUS 151-152.
- MUS 253-254 CLASS VOICE (**)** 1 credit
2 class hours
Prerequisite: MUS 153-154 or permission of instructor.
 Continuation of MUS 153-154.
- NSG 106 NURSING FOUNDATIONS (I)** 6 credits
5 class hours. 3 lab hours.
 Basic understandings and skills which contribute to the practice of nursing are included. Community health principles, problems resources, and agencies approached as a basis of understanding for nurse practitioners. Nursing history and ethics are studied in relation to trends, communication skills, group discussion techniques and components of positive interpersonal relationships are explored and utilized.
- NSG 115 NURSING FUNCTIONS (II)** 6 credits
3 class hours. 9 lab hours.
Prerequisite: NSG 106.
 Techniques of the nursing functions of physical care, emotional support, liaison activities, and patient teaching are utilized in acquiring nursing skills. Clinical learning experiences are selected to provide opportunities to acquire and develop basic nursing skills.
- NSG 215 CLINICAL NURSING (I)** 10 credits
5 class hours. 15 lab hours.
Prerequisite: NSG 115.
 Knowledge and understanding related to the nursing care of patients with common medical-surgical and psychiatric problems are studied. Clinical learning experiences are selected to provide opportunities for utilizing these knowledges and understandings, for acquiring nursing skills, and for developing nursing competency.
- NSG 235 CLINICAL NURSING (II)** 8 credits
4 class hours. 12 lab hours.
Prerequisite: NSG 215.
 Knowledge and understanding related to the nursing care of mothers, newborns, children, and adolescents are studied. Clinical learning experiences are selected to provide opportunities for utilizing these knowledges and understandings, for acquiring nursing skills and nursing competency.
- NSG 236 CLINICAL NURSING SEMINAR (II)** 4 credits
2 class hours. 6 lab hours.
Prerequisite: NSG 215.
 Problem solving techniques are applied to complex nursing situations, and to the role and responsibilities of nursing and the nurse practitioner.



PHY 111-112 FUNDAMENTALS OF PHYSICS (111 - I; 112 - II) 4 credits
3 class hours. 3 laboratory hours.

Prerequisite: MTH 106-107, or MTH 108 or permission of instructor.

Noncalculus introduction to physics; primarily for preprofession and technical students, mechanics, heat, and sound covered the first session; light and electricity, the second session.

PHY 231-232 GENERAL PHYSICS (231 - I; 232 - II) 4 credits
3 class hours. 3 laboratory hours.

Prerequisite or corequisite: MTH 216.

A traditional comprehensive course; develops the basic ideas and concepts in physics. PHY 231 includes mechanics, heat, and sound. PHY 232 includes light, electricity, and atomic structure.

PPY 205 FOUNDATIONS OF PHILOSOPHY (I, II, III) 3 credits
3 class hours.

The laws of theory and the philosophical method. Selected readings from Socrates to Sartre.

PPY 207 ETHICS (II) 3 credits
3 class hours.

A basic course in philosophical thinking about morality, moral problems, and moral judgments.

PPY 210 LOGIC: REASONING AND CRITICAL THINKING (I, II) 3 credits

3 class hours.

Prerequisite: ENG 101 or permission of instructor.

Basic course in methods and principles in development of correct reasoning.

- PSC 105 INTRODUCTION TO LAW ENFORCEMENT (I)** 3 credits
3 class hours.
Philosophical and historical backgrounds of law enforcement. Organization, purpose, and functions of law enforcement and other agencies involved in the administration of criminal justice in the U.S. Career orientation.
- PSC 106 POLICE ORGANIZATION AND ADMINISTRATION (II)** 3 credits
3 class hours.
Principles of organization and administration in law enforcement function and activities; planning and research, public relations personnel and training; inspection and control; policy formation.
- PSC 107 POLICE ROLE IN CRIME AND DELINQUENCY (III)** 3 credits
3 class hours.
General orientation to the field of Criminology. Topics covered: development of delinquent and criminal behavior, initial handling and proper referrals; preventive police techniques. Specific police problems such as addicts, the mentally ill, compulsive and habitual offenders are studied. Special attention given to the police handling of juveniles and youths.
- PSC 108 CRIMINALISTICS (**)** 3 credits
3 class hours.
A study of the basic scientific techniques used in criminal investigation with special emphasis on the role of the evidence technician in solving crimes. While the more comprehensive facilities of a criminalistics laboratory will be explored, the major attention will be focused on the more limited portable devices available to the small law enforcement unit. The pertinent criminal law and Supreme Court interpretation will be covered as background material for the consideration of types of physical evidence.
- PSC 205 CRIMINAL INVESTIGATION (I)** 3 credits
3 class hours.
Criminal investigation procedures, including theory of an investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.
- PSC 206 CRIMINAL LAW (I)** 3 credits
3 class hours.
Nature, sources and types of criminal law. Classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.



- PSC 207 CRIMINAL PROCEDURE AND EVIDENCE (II)** 3 credits
3 class hours.
 Principles, duties, and mechanics of criminal procedure as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof: kinds, degrees, admissibility, competence, and weight. Deals with rules of evidence and procedure at the operational level in law enforcement.
- PSY 105 GENERAL PSYCHOLOGY (I, II, III, IV)** 3 credits
3 class hours.
 An examination of the nature, origin, development, and significance of emotional, intellectual, and manual activities; insight into the general principles underlying human behavior. Personal application of psychological principles.
- PSY 216 ADOLESCENT PSYCHOLOGY (II, IV)** 3 credits
3 class hours.
Prerequisite: PSY 105.
 Emphasis on the development tasks and psychological problems of the adolescent.
- PSY 217 EDUCATIONAL PSYCHOLOGY (I, II, III)** 3 credits
3 class hours.
Prerequisite: PSY 105.
 The psychology of learning. The relationship of learning principles to teaching practices.
- PSY 255 INDUSTRIAL AND BUSINESS RELATIONS (II)** 3 credits
3 class hours.
 Application of psychological relations in industry and business. A study of the principals of leadership and the role of the individual toward those under his authority. Covers the techniques of good working relationships, and the importance of the working environment to productivity.
- REA 105 COLLEGE READING SKILLS (I, II, III, IV)** 1-3 credits
3 class hours. 1 laboratory hour.
 Students level programmed according to level of proficiency. Emphasis on comprehension, rate, vocabulary, and critical reading.
- SCI 101-102 FRONTIERS OF SCIENCE (101-I, III; 102-II, IV)** 4 credits
3 class hours. 3 lab hours.
 The advances of science into the future as developed from scientific principles in physics, geology, chemistry, biology, and derivative sciences.
 A terminal and transfer general education course to provide cultural contact with science.
- SCI 103-104 HUMAN SCIENCE (103-I; 1-4 - II)** 4 credits
3 class hours. 3 lab hours.
Prerequisite: High School Biology or BIO 101.
 A basic course with special emphasis on the chemical and physical phenomena of the human organism. Stress will be placed on anatomical and physiological relationships, primarily for students in health related programs. Does not satisfy science requirements for A.A. degree, but is acceptable as an elective.
- SDS 090 STUDENT DYNAMICS SEMINAR (I, II, III, IV)** 0 credits
2 class hours.
This course is not designed as a transfer course.
 Small group seminar with the behavioral objectives of increasing motivation, self-determination, and affirmation of self-worth; interpersonal relationships and life goals planning emphasized. Required of students placed on academic warning with 24 hours credit or more.

- SEC 101 INTERMEDIATE TYPING (I)** 2 credits
4 class hours.
Prerequisite: 1 year high school typing or SEC 150.
 Touch typewriting — preparatory for Advanced Typewriting.
- SEC 102 ADVANCED TYPING (II)** 3 credits
3 class hours.
Prerequisite: SEC 101 or permission of instructor.
 Speed with accuracy emphasized — Preparation of manuscripts and reports.
- SEC 103 INTERMEDIATE SHORTHAND (I)** 3 credits
5 class hours.
Prerequisite: 1 year high school shorthand or SEC 160.
 Shorthand reading and writing — Introduction to Transcription preparatory for SEC 104 and SEC 115.
- SEC 104 ADVANCED SHORTHAND (I, II)** 3 credits
3 class hours.
Prerequisite: SEC 101 and 103.
 Sustained dictation with transcription of business letters and technical matter. Taken concurrently with SEC 115.
- SEC 113 FILING AND OFFICE MACHINES (III)** 3 credits
4 class hours.
Prerequisite: Basic typing or equivalent.
 Alphabetic, numeric, and geographic filing. Development of skill in operation of ten-key and rotary calculators.
- SEC 115 TRANSCRIPTION (II)** 3 credits
3 class hours.
Prerequisite: SEC 101 and 103.
 Transcription of business letters dictated at various speeds. AIM: Transcription at rate of 40 words per minute.
- SEC 150 BEGINNING TYPING (I, II)** 2 credits
4 class hours.
 Touch typewriting, mechanical features of the machine. Timed drills, rough drafts, tabulation, and letter styles.
- SEC 160 BEGINNING SHORTHAND (II)** 3 credits
5 class hours.
 Shorthand reading and writing. Introduction to transcription.
- SEC 206 OFFICE PRACTICE (I)** 3 credits
3 class hours.
 Functions of the office in modern business and office routines. SEC 215, 216, or 217 may be taken concurrently.
- SEC 215 MEDICAL SHORTHAND, TRANSCRIPTION AND TERMINOLOGY (I, II)** 3 credits
3 class hours.
Prerequisite: SEC 104 and SEC 115.
 Sustained practice in dictation and transcription of medical vocabulary and writing of medical case histories.
- SEC 216 LEGAL SHORTHAND, TRANSCRIPTION AND TERMINOLOGY (I, II)** 3 credits
3 class hours.
Prerequisites: SEC 104 and SEC 115.
 Sustained practice in dictation and transcription of legal vocabulary, and legal forms such as wills, contracts, deeds, closing statements, opinions of title and forms used in pleadings and briefs.

- SEC 217 EXECUTIVE SHORTHAND, TRANSCRIPTION AND TERMINOLOGY (I, II)** 3 credits
3 class hours.
Prerequisites: SEC 104 and SEC 115.
 Continued practice in dictation and transcription of business vocabulary, letter writing and technical matter in scientific areas.
- SEC 218,219 INTERNSHIP, MEDICAL, LEGAL AND EXECUTIVE (**)** 3 credits
Prerequisite: SEC 102, 104 and 115.
 Practical experience of at least 15 hours per week under the supervision of the Management Training coordinator in the office of a local business firm or professional office.
- SOC 106 PERSONAL AND SOCIAL ADJUSTMENT (I, II, III, IV)** 3 credits
3 class hours,
 Application of psychology, philosophy, and sociology to success. How to study, vocational choice, philosophy of life, general life adjustment and self analysis.
- SOC 107 INTRODUCTION TO SOCIOLOGY (I, II, III, IV)** 3 credits
3 class hours
 Changing social norms, mores, and folkways, with emphasis on sociological approaches, definitions, and conclusions.
- SOC 205 MARRIAGE AND THE FAMILY (I, II, III, IV)** 3 credits
3 class hours
 A psychological and sociological study of the development of personality in relation to success in marriage. The family as an institution. Dating, the engagement period, and the early years of marriage. Self-evaluations.
- SPE 105 EFFECTIVE SPEAKING (I, II, III, IV)** 3 credits
3 class hours
 Principles and practice in communicating effectively to a group. Gathering and organizing of material.
- SPE 215 ARGUMENTATION (**)** 3 credits
3 class hours
 Experiments in argumentation, evidence, and reasoning.
- SPE 216 INTRODUCTION TO DEBATE (I, II,)** 1 credit
1 class hour
 Analysis of propositions of fact, policy, definition, research methods, and debate structure leading to participation in debates.
- SPH 101 -102 BEGINNING SPANISH (101-I, II; 102-II)** 4 credits
3 class hours. 3 laboratory hours.
 For beginners or those with one year high school Spanish. Training in linguistic skills through typical dialog, pattern drills, and laboratory exercises.
- SPH 211-212 INTERMEDIATE SPANISH (211 - I; 212 - II)** 4 credits
3 class hours. 3 laboratory hours.
Prerequisites: SPH 101 and 102 or two years high school Spanish.
 Further training in linguistic skill with more writing; reading of literary works.

- SPH 215 ADVANCED CONVERSATION AND COMPOSITION** 3 credits
(I, **II, **III)
3 class hours.
Prerequisite: SPH 101-102 or equivalent.
Brief grammar review. Emphasis on fluency and clarity of expression. Conducted entirely in Spanish. May be taken concurrently with SPH 211 or 212.
- SPH 235 HISPANIC LITERATURE (I)** 3 credits
3 class hours.
Prerequisite: SPH 211-212 or equivalent.
History and development of Spanish literature from the beginning to the present.
- SPH 236 HISPANIC CIVILIZATION (II)** 3 credits
3 class hours.
Prerequisites: SPH 211-212 or equivalent.
Reading and lectures in the cultural, geographic, and social history of Spain. May be taken concurrently with SPH 211-212.
- SSC 105 CONTEMPORARY ISSUES IN AMERICAN SOCIETY (I, II)** 3 credits
3 class hours.
Discussion of contemporary issues in American society from historical, psychological, political, economic, anthropological, and sociological viewpoints.
- TAR 101-102 ACTING (I, II, **III)** 3 credits
3 class hours. 3 laboratory hours.
Principles and techniques of acting with production of selected scenes.
- TAR 105 THEATRE HISTORY AND APPRECIATION (I,II,III)** 3 credits
3 class hours.
History, analysis, and appreciation of theatre.
- TAR 106 INTRODUCTION TO DANCE (II)** 2 credits
2 class hours.
The art of dance is introduced as a basic means of communication. This is approached through class practice of various techniques, and through relating dance to academic disciplines.
- TAR 108 VOICE AND DICTION (**)** 3 credits
3 class hours.
Laboratory work to improve quality, expressiveness, enunciation, and pronunciation.
- TAR 109 INTRODUCTION TO THEATRE ARTS (I, II, **III)** 3 credits
3 class hours. 3 laboratory hours.
Exploration for appreciation and to discover abilities and interests.
- TAR 115 ORAL INTERPRETATION OF LITERATURE (**)** 3 credits
3 class hours
Prerequisite or corequisite: SPE 105.
Critical appreciation of poetry and dramatic literature through oral reading.



TAR 205 DRAMA FOR DISCUSSION (I) 3 credits

3 class hours.

Reading and presentation of plays for discussion by cast and audience.

TAR 206 SURVEY OF CHILDREN'S THEATRE (II) 3 credits

3 class hours.

Creative dramatics, techniques and materials of plays for and with children.

ZOO 215 INVERTEBRATE ZOOLOGY () 4 credits**

3 class hours. 3 laboratory hours.

Prerequisite: BIO 101-102.

Comparative anatomy, morphology, development, and physiology of invertebrates.

ZOO 235 VERTEBRATE ZOOLOGY () 4 credits**

3 class hours. 3 laboratory hours.

Prerequisite: ZOO 215 or permission of the instructor.

Vertebrate anatomy, morphology, embryology, development, and physiology.

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- George W. Windsor, Jr.** *English*
B.A., University of Florida; M.A., University of South Florida
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NON- INSTRUCTIONAL STAFF

Mrs. Frances Allman	Purchasing Agent
Mrs. Margart Amason	Secretary to Business Manager
Mrs. Doris Baughman	Secretary to Vice President and Dean of Academic Affairs
Mr. Robert Beattie	Superintendent, Buildings and Grounds
Mrs. Rubye Cook	Supervisor, Admission and Records
Mrs. Norma Forsyth	Secretary to Dean of Student Affairs
Mrs. Elizabeth Frye	Admissions and Records Clerk
Mrs. Nancy Ghigna	Secretary to President
Mrs. June Hanke	Accounting Clerk
Mr. Daniel Himschoot	Maintenance Mechanic
Mrs. Jeanette Huffman	Bookstore Manager
Mrs. Nancy Jackson	Secretary to Director of Research and Federal Programs
Miss Lorinda Johnston	Computer Programmer
Mrs. Cheryl King	Secretary to Director of Adult and Evening Programs
Mrs. Sylvia Leifer	Audio – Visual Aide
Mrs. Lucille Mathews	Receptionist, Adult and Evening Programs
Mrs. Judy Miesowicz	Secretary to Dean of Business Services
Miss Altamease Mitchell	Receptionist
Mr. John Monroe	Maintenance Mechanic
Mrs. Bertille Murphy	Library Clerk
Mrs. Cathy Noble	Secretary to Chairman, Division of Social Sciences
Mrs. Mary Norman	Admissions and Records Clerk
Mrs. Alda Peterson	Central Duplicating Equipment Operator
Mrs. Dorothy Reel	Secretary to Chairman, Division of Applied Sciences
Mrs. Mary Rodgers	Periodicals Clerk
Mrs. Rachael Ronk	Bookstore Assistant
Mr. Melvin Rowe	Receiving Clerk
Mrs. Beatrice Rubush	Admissions and Records Clerk
Mrs. Jane Ruppert	Guidance and Counseling Clerk – Typist
Mr. Marion Saunders	Audio – Visual Aide
Mr. John Schmitt	Custodian
Mr. Joseph Smith	Custodian
Mrs. Rita Smith	Library Clerk
Mrs. Udella Thimlar	Secretary to Director of Learning Resources Center

NON-INSTRUCTIONAL STAFF Continued

Mr. Howard Tippins	<i>Groundskeeper</i>
Mr. George Warfield	<i>Chief Security Officer</i>
Mr. Rudolph Williams	<i>Custodian</i>
Mr. Warren Wilson	<i>Custodian</i>
Mrs. Tana Wright	<i>Computer Programmer</i>
Mr. Frank Zungolo	<i>Head Custodian</i>
Mr. Michael Zvonik	<i>Groundskeeper</i>

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MEMORANDUM

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1. The purpose of this memorandum is to provide a summary of the findings of the recent study conducted by the Research Department.

2. The study was designed to investigate the impact of various factors on the overall performance of the organization.

3. The results of the study indicate that there is a significant correlation between the variables studied and the performance metrics.

4. It is recommended that the findings be used to inform future strategic decisions and to implement necessary changes.

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